



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2023

DATE ISSUED 29 SEPTEMBER 2023

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

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Outcome Assistant: Economy with Ref No: 42/2023 was advertised in Public Service Vacancy Circular 34 dated 22 September 2023. The advertisement has been withdrawn.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	13 October 2023 at 16:00
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. 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.

OTHER POSTS

<u>POST 35/01</u>	:	<u>ENGINEER (PRODUCTION) (GRADE A-C) REF NO: 3/2/1/2023/634</u> Directorate: Infrastructure Support This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R795 147 – R1 197 978 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Gauteng (Silverton)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Engineering Degree (B Eng / BSC Eng) or related qualification. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years post qualification engineering experience. Job related knowledge: Computer literacy, Public Finance Management Act, Planning and organising, Project management, Integrated Food Security Strategy, Public Policy Development and Formulation, should be competent in Microsoft computer packages, Demonstration of stakeholder management, Knowledge of Public Service and Departmental prescripts / policies. Knowledge of Food Security policy strategies and programmes. Job related skills: Planning skills. Initiative skills. Problem solving abilities. Interpretation of findings. Analytical

skills. Computer literacy. Report writing skills. High level of interpersonal skills. Negotiation, tact, diplomacy and facilitation ability. Project management skills. Strong communication skills (verbal and written). Strong advisory and facilitation skills, including the ability to work with national authorities to build VAA (Strategic Planning at the State Education Institutions) institutions and procedures, interpretation of relevant documents. A valid driver's licence. Willingness to work extended hours.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering related matters.

ENQUIRIES : Mr K Motebejane Tel No: (012) 846 8501 / 072 056 1924
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE : African, Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 35/02 : **PROJECT COORDINATOR: STARTEGIC LANDACQUISITION REF NO: 3/2/1/2023/638 (X2 POSTS)**
 Directorate: District Office

SALARY : R527 298 per annum (Level 10)
CENTRE : Free State (Motho / Xhariep District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management. Minimum of 3 years relevant experience is required. Job related knowledge: Land Reform: Provision of Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication skills (verbal and written). Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management skills. Project management skills. Interpersonal relations skills. A valid driver's license. Willingness to travel.

DUTIES : Coordinate and implement the acquisition of strategically located land aligned to the National imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Develop project register of land for acquisition by the State. Coordinate mapping and overlaying of the identified land with key commodities and National imperatives. Coordinate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Coordinate the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications

received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committee's consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Coordinate land acquisition and land allocation services within the district. Implements land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Maintain the land application system / database. Develop credible land application system / database, Compile management information report to relevant approval structures and departmental management.

**ENQUIRIES
APPLICATIONS**

: Mr. E Mosia Tel No: (051) 400 4200
 : can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE

: African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 35/03

: **CONTROL SCIENTIFIC TECHNICIAN REF NO: 3/2/1/2023/632**
 Directorate: Plant Production

SALARY

: R499 275 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Roodeplaat)
 : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Minimum of 6 years post qualification technical (scientific) experience. Job related knowledge: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Technical report writing, Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Job related skills: Strategic capacity and leadership skills. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer literacy. Planning and organizing skills. Change management skills. Networking skills. Conflict management skills. People management skills. Problem solving and analysis skills. Willingness to work long hours and to travel extensively. Overtime work will be required. Field work. A valid driver's license.

DUTIES

: Oversee the development and implementation of the seed analysis methodology (International Seed Testing Association - ISTA), systems and processes (Quality Assurance System - QAS) and related procedures that are applicable to seed testing. Perform final review and approve (if required) scientific technical projects that takes place at the Official Seed Testing Laboratory (OSTL). Perform the technical scientific functions for compliance with QAS of ISTA, i.e. Quality Manager. Set technical standards, specifications and service levels according to organizational objectives. Maintain that good laboratory practices and safety / health / wellness procedures for the seed testing facility takes place. Availability of material. Monitor and evaluate technical efficiencies in accordance with the published methodology of ISTA's International Rules for Seed Testing. Report non-conformances and incidents. Provide strategic leadership on technical scientific matters related to the activity of seed testing. Provide expert support and advice with regard to seed testing related issue to stakeholders. Manage the technical facility, i.e. OSTL by surveying the activities undertaken for management attention. Develop relationships, collaborations and participate at national, regional and international level. Play a lead role in the presentation and exchange of technical knowledge and information. Report non-conformances and incidents. Lead the coordination and development of databases, procedures and regulatory frameworks for seed testing purposes. Co-ordinate the development of technical methodology for acquiring and processing of seed testing data e.g. Seed Analysis System (SAS), Surveys and Registered Laboratory Database (RLDB). Manage the evaluation, monitoring and dissemination of seed testing

data through implementation of internal systems, i.e. registers, random checks and verification, signing of International Certificates, problem solving. Provide inputs related to seed testing for the regulatory framework for seed, i.e. Plant Improvement Act (Act 53 of 1976). Design, develop and customize appropriate technical procedures to generate information and knowledge in the format of a specialized reporting system. Formulate and evaluate proposals and compile reports. Report non-conformances and incidents. Basic technical research and development. Continuous professional development to keep up with new seed testing related technologies and procedures. Initiate, lead and co-ordinate basic research with regard to seed testing and provide technical support. Ensure knowledge generation and dissemination. Review technical publications, i.e. reports, information, documents, etc. Liaise with the relevant body, i.e. ISTA on technical / science seed testing related matters. Human capital development. Mentor, train and develop technicians and general technical assistants to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice in seed testing, i.e. internal and external. Manage the performance and development of staff by implementation of a training program for currently serving officials and ensuring that the training program for newly appointed officials is implemented. Develop and ensure that an annual training program for the seed industry and other stakeholders is implemented. Supervise scientific work and processes. Manage the performance and development of staff. Discipline and control.

ENQUIRIES : Mr J Mahlabe Tel No: (012) 319 6072
APPLICATIONS : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
NOTE : Coloured, Indian and White Males, and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 35/04 : **SECRETARY REF NO: 3/2/1/2023/635**

SALARY : R202 233 per annum (Level 05)
CENTRE : Directorate: Strategic Institutional Partnerships: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.

DUTIES : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Ms G Mosito Tel No: (012) 312 8268

- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 35/05** : **SECRETARY REF NO: 3/2/1/2023/637**
Directorate: Animal Production
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.
- DUTIES** : Provide secretariat/receptionist support service to the Director. Receive telephonic calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identify venues, invite role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr J Mamabolo Tel No: (012) 319 7597
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 35/06** : **REGISTRY CLERK REF NO: 3/2/1/2023/639**
Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files.

Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on posts to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES
APPLICATIONS

: Ms L Maphutha Tel No: (012) 312 9425
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

: African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 13 October 2023 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly note the advertised post of Assistant Director: Employers Compliance with Ref No: HR 5/1/2/3/45 for Compensation Fund, Pretoria advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with a closing date 02 October 2023. The post will be re-advertised and applicants who previously applied must re-apply. Sorry for inconvenience: Enquiries: Mr SV Radzuma Tel No: (012) 406 5723 and the following advertised posts of Senior Administration Officer: Risk Management with Ref No: HR4/4/5/53 advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with a closing date of 02 October 2023 and the post of Assistant Director: Fraud Investigation & Anti-corruption with Ref No: HR4/4/5/57 advertised on Public Service Vacancy Circular 30 dated 25 August 2023 with a closing date of 08 September 2023 for Provincial Office: KwaZulu-Natal have been withdrawn: Sorry for inconvenience: Enquiries Mr M Mangcotywa Tel No: (031) 366 2186

OTHER POSTS

- POST 35/07** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/165**
- SALARY** : R527 298 per annum
- CENTRE** : Labour Centre: Phalaborwa
- REQUIREMENTS** : Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho

- Pele Principles, Public Services Act and Regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. SKILLS: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovation, Analytical, Research, Project management.
- DUTIES** : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Mr. Makgobola MI Tel No: (015) 290 1664
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- POST 35/08** : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE: REF NO: HR 4/4/06/04**
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum
: Provincial Office: Braamfontein
: Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Analytical Chemistry/ Occupational Health/ Hygiene/ Chemical engineering. Four years' functional experience in Health and Hygiene inspection/ Services. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Safety within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 5207
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg 2001 or hand deliver at 77 De Korte Street, Braamfontein, Johannesburg.
- POST 35/09** : **OHS: INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR/4/4/6/166**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Labour Centre: Mokopane
: Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Occupational Hygiene/Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating

reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 35/10 : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/4/04/02**

SALARY : R359 517 per annum
CENTRE : Provincial Office: Braamfontein
REQUIREMENTS : Three (3) Year tertiary qualifications in Financial Accounting, / BCOM Accounting/ Accounting/ LLB/ BCOM Law/ BCOM in Commerce. 1-2 Years' experience in Internal Auditing/ Compliance/ Financial Management. Knowledge: Batho Pele Principles, Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, COIDA, Public Finance Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Communication (Verbal and written), Innovation and creative.

DUTIES : Conduct pro-active audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce compliance. Supervise the resources within the section.

ENQUIRIES : Adv M Msiza Tel No: (012) 309 5207
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 35/11 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/59**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Dundee
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e. Electrical Engineering. Valid driver's License. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms T. Khumalo Tel No: (034) 299 7000
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 445, Dundee 3000 or hand deliver at 63 Victoria Street, Dundee.
FOR ATTENTION : Sub-directorate: Human Resources Management, Dundee Labour Centre: KZN

POST 35/12 : **SENIOR PRACTITIONER: BENEFICIARY SERVICES REF NO: HR4/4/5/62**

SALARY : R359 517 per annum

CENTRE : Labour Centre: Durban

REQUIREMENTS : Three years tertiary qualification in Accounting / Finance. Two (2) years functional experience in accounts payable environment. Skills: Communication, Listening, Computer Literacy, Time Management, Numeracy, Interpersonal skills, Planning and Organizing.

DUTIES : Provide support in the accounts payable process, Render accounting and administrative support, conduct reconciliation of accounts, Implement the daily payment run, Supervise resources (Human, Finance, Equipment / Assets) in the section.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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 person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The incumbents will execute duties at a Sub/Antarctic Base (Marion Island) and adhere to the health, safety, and environmental requirements. The successful applicants will spend a full year (April 2024 to May 2025) at Marion Island. There is no option to return to South Africa before May 2025. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

OTHER POSTS

- POST 35/13** : **COMMUNICATIONS ENGINEER/TECHNICIAN: MARION ISLAND REF NO: OC29/2023**
(Approximately Fifteen Months Contract)
- SALARY** : R811 560 per annum, (all-inclusive package)
- CENTRE** : Marion Island
- REQUIREMENTS** : A National Diploma or Degree in Electronic, Computer Science Engineering, IT or relevant comparable qualification, with a minimum of three years post trade / qualification experience. Competency in electronic maintenance, diagnostics, and repairs with proven fault-finding capabilities. Preferably have experience in V-Sat Satellite Systems, IT (managing a computer network with LINUX servers and routers), HF and VHF 2-way radio equipment and operation, Telephone systems (PABX's and VOIP), PC's, Fire Detection Systems, GPS's, general electronic equipment repair. The incumbent has to be competent in the use of an Oscilloscope, Spectrum Analyser, etc., and be

familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the communication services and equipment of our Marion Base including the satellite, radio, IT, GPS, alarm, and telephone systems. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common “non-technical” duties performed by expedition members.

ENQUIRIES : Ms C Phamoli Tel No: (021) 405 9423

POST 35/14 : **ELECTRICAL ENGINEER/TECHNICIAN: MARION REF NO: OC30/2023**
(Approximately Fifteen Months Contract)

SALARY : R527 298 per annum, (plus 37% in lieu of service benefits)

CENTRE : Marion Island

REQUIREMENTS : A National Diploma, Degree in Electrical Engineering, or relevant comparable qualification (trade test +wireman’s license), with a minimum of five years post trade / qualification experience. Having a wireman’s license, at least as 3-phase tester. Be competent in plant maintenance, power generation, diagnostics, and repairs with proven fault-finding capabilities. Preferably have hands-on experience in facility management. The incumbent has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience with maintenance management plans as well as all the services that would be found in facilities like hotels or hospitals. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the electrical equipment of Marion Base and associated buildings and field huts, including the power generators, forklift, air-conditioning-, refrigeration, water reticulation and wastewater systems. All electrical work will have to be done by this person. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common “non-technical” duties performed by expedition members.

ENQUIRIES : Mr W Boshoff Tel No: (021) 405 9418

POST 35/15 : **DIESEL MECHANIC: MARION ISLAND REF NO: OC31/2023**
(Approximately Fifteen Months Contract)

SALARY : R424 104 per annum, (plus 37% in lieu of service benefits)

CENTRE : Marion Island

REQUIREMENTS : A National NTC 3 certificate or relevant comparable qualification, with a minimum of three years post trade experience. Competency in diesel engine and generator maintenance, diagnostics, repairs and fault-finding, with knowledge of engine management systems, experience in operating electronic diagnostic tools as well as the ability to interpret results. The candidate has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience on refrigeration. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for maintenance and operation of the power generators and related equipment. Maintenance and repairs of air-conditioning, refrigeration-, water reticulation- and wastewater systems. Replacement and repair of mechanical pumps and valves as well as pipe fitting. Maintenance and all repairs of forklift, telescopic cranes, portable generators, and transfer pumps. Operate forklift and cargo handling equipment. Maintenance of field huts and field equipment. The incumbent will

report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Mr W Boshoff Tel No: (021) 405 9418

POST 35/16 : **MEDICAL ORDERLY: MARION ISLAND REF NO: OC32/2023**
(Approximately Fifteen Months Contract)

SALARY : R424 104 per annum, (plus 37% in lieu of service benefits)
CENTRE : Marion Island
REQUIREMENTS : Certificate in Operational Emergency Care Practitioner (minimum level 7) or equivalent with extensive experience in Trauma casualties. Applicants must be registered with the SA Professions Council. Knowledge of Occupational Health and Safety Act, Patient Rights Charter, Public Service Regulation Act and Labour Relation Act. Knowledge of Acute Trauma Life Support and ACLS - Acute Cardiac Life Support. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the Medical treatment of all team members during the expedition period. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Ms C Phamoli Tel No: (021) 405 9423

POST 35/17 : **ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC 33/2023**
(Approximately Fifteen Months Contract)

SALARY : R294 321 per annum, (plus 37% lieu in benefits)
CENTRE : Marion Island
REQUIREMENTS : An appropriate Bachelor's Degree in Natural Sciences or in Environmental Conservation or Management or an equivalent relevant qualification. A postgraduate degree (Natural Sciences or Conservation) will serve as an added advantage. Knowledge and understanding of relevant legislation. Experience in report writing, field work and plant identification. Experience in invasion ecology will be an added advantage. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The successful candidate must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : Submit monthly ECO reports, as well as an annual ECO report. Implementation of the provisions of the Prince Edward Island Management Plan (PEIMP) and associated legislation. Implementation of the Alien Species Eradication Plan. Monitor compliance to Environmental Authorisations/Records of Decision issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Assist in the development of environmental Standard Operating Procedures (SOPs). Compiling of reports for management and advising the team on all environmental issues.

ENQUIRIES : Ms C Phamoli Tel No: (021) 405 9423

POST 35/18 : **SENIOR METEOROLOGICAL TECHNICIAN: MARION ISLAND REF NO: OC 28/2023**
(Approximately 15 Months Contract)

SALARY : R294 321 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
CENTRE : Marion Island
REQUIREMENTS : National Weather Certificate or BSc Degree (Honours) in Natural Sciences or Previous Island Experience. Knowledge and understanding of surface meteorological observations would be an advantage. Experience in administrative functions (report writing skills etc.) would be an advantage. Knowledge of maintenance and verification of equipment would be an advantage. Project management skills.

- DUTIES** : Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and able to work in a team, as well as on their own. Oversee and coordinate surface meteorological and atmospheric research project assigned by the Marine Section of SAWS. Exercise responsible shift management of the two assistant meteorological technicians. Perform surface meteorological observations, conduct upper-air balloon releases, and maintain and verify all equipment at the remote station of Marion Island. Conduct quality control of data, report writing and asset control. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the rules, regulations and standards as set out by the South African Weather Service.
- ENQUIRIES** : Mardené de Villiers (mardene.devilliers@weathersa.co.za). NB: Do not email CV's to enquiries.
- POST 35/19** : **ASSISTANT ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC 34/2023**
(Approximately Fifteen Months Contract)
- SALARY** : R241 485 per annum, (plus 37% lieu in benefits)
CENTRE : Marion Island
REQUIREMENTS : An appropriate Diploma in Environmental Conservation or Natural Sciences or equivalent relevant qualification. Experience in field work. Knowledge and understanding of environmental legislation and experience in invasion ecology will serve as an added advantage. The incumbent has to timeously report to the team Environmental Conservation Officer (ECO) and should be able work under extreme pressure with minimal supervision. The successful candidate must be computer literate, have good verbal and written communication skills and the ability to work in a team.
- DUTIES** : Provide the annual team ECO with support in implementing the provisions of the Prince Edward Island Management Plan (PEIMP) and associated legislation. Assist the team ECO in Implementing the Alien Species Eradication Plan and in monitoring compliance to Environmental Authorisations/Records of Decision issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Assist in the development of environmental Standard Operating Procedures (SOPs).
- ENQUIRIES** : Ms C Phamoli Tel No: (021) 405 9423
- POST 35/20** : **ASSISTANT METEOROLOGICAL TECHNICIAN MARION ISLAND REF NO: OC27/2023 (X2 POSTS)**
(Approximately 15 Months Contract)
- SALARY** : R241 485 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
CENTRE : Marion Island
REQUIREMENTS : National Weather Certificate or BSc Degree in Natural Sciences or Previous Island Experience. Knowledge and understanding of surface meteorological observations would be an advantage. Experience in administrative functions (report writing skills etc.) would be an advantage. Knowledge of maintenance and verification of equipment would be an advantage.
- DUTIES** : Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and able to work in a team, as well as on their own. Assist and actively participate in the running of the surface meteorological and atmospheric research project assigned by the Marine Section of SAWS. Perform surface meteorological observations, conduct upper-air balloon releases, and maintain and verify all equipment at the remote station of Marion Island. Conduct quality control of data and report writing if and when required by the Senior Meteorological Technician. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the rules, regulations and standards as set out by the South African Weather Service.
- ENQUIRIES** : Mardené de Villiers (mardene.devilliers@weathersa.co.za). NB: Do not email CV's to enquiries.

- POST 35/21** : **FIELD ASSISTANTS: SEABIRDS MARION ISLAND REF NO: OC26/2023 (X2 POSTS)**
(Approximately Fifteen Months Contract)
- SALARY** : R241 485 per annum, (plus 37% lieu in benefits)
- CENTRE** : Marion Island
- REQUIREMENTS** : A relevant BSc Degree in Natural and Biological science or equivalent qualification. A BSc (Hons) or higher degree will be advantageous as there may be scope to collect data towards a further degree (e.g. MSc). Experience in field surveys, research administration, data collection and management, bird's identification & handling, report writing and recording. Must have good attention to detail and be meticulous in data collection and demonstrate experience to conduct scientific monitoring relating to seabirds to a high standard. Must be self-motivated and able to work at a remote place away from family and friends with minimal supervision.
- DUTIES** : Undertake biological research, fieldwork and monitoring according to a workplan as devised by the project managers. Make day-to-day decisions about work priorities and fieldwork protocols. Maintain accurate records of the work and computer databases of the work. Regularly report to and update the project manager on progress of the project. The applicants must have determination, physical fitness, and the ability to work under harsh environmental conditions subject to extremes of weather; a desire to work with animals, including handling of seabird adults and chicks, which require empathy for the birds. Successful applicants will spend a full year (April 2024 to May 2025) at Marion Island. Note that there is no option to return before the end of the expedition, once you land at the island. The well-equipped new base station has full e-mail, fax and satellite telephone facilities.
- ENQUIRIES** : Leshia Visagie at 082 447 9302, Makhudu Masotla at 079 220 8888, Azwianewi Makhado at 082 377 3088)

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 13 October 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.
- ERRATUM:** Kindly note that the post of Deputy Director: Internal Audit with Ref No: 3/1/5/1-23/43 and Assistant Director: Provincial and Local Liaison with Ref No: 3/1/5/1-23/43 advertised on Public Service Vacancy Circular 30 dated 25 August 2023 has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

- POST 35/22** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 3/1/5/1-23/44**
Chief Directorate: Internal Audit
- SALARY** : R811 560 per annum, (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma/Bachelor's degree in Internal Audit/Accounting, majoring in Accounting and Auditing/Internal Auditing. Post-

graduate qualification will be an added advantage. Minimum 4 years of auditing experience of which two years must be at a salary level 9/10 (junior management/supervisory level). Knowledge and understanding of legislative and regulatory framework in the Public Service. Public Finance Management Act, Public Service Act and related regulations, as well as the Accounting and Auditing Standards applicable to the Public Sector. Skills: Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Problem solving and analysis. Facilitation and coordination skills. Honest and integrity. Teamwork, interpersonal relations and flexibility.

DUTIES : Develop an annual operational plan for financial, and compliance audits in line with the PFMA and Public Service Act. Determination of audits engagements resources and ensure effective and efficient resources allocation. Supervise, support and review audit engagements and assess audit results against audit engagements objectives and scope. Perform high level audits and other audit engagements as and when necessary from time to time. Evaluate audit conclusions and recommendations, compile draft and final audit reports. Perform follow-ups on management action plans. Compile progress reports and where applicable, attend the management meetings, the monthly Internal Audit and Risk Committee, the quarterly Audit Committee to present the audit reports and follow-up progress reports as required.

ENQUIRIES : Mr D Modiba Tel No: (012) 473 0054

NOTE : Those who previously applied are encouraged to re-apply. The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender.

POST 35/23 : **ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-23/45**

Directorate: Western Cape Provincial Office

Those who previously applied are encouraged to re-apply.

SALARY : R424 104 per annum (Level 09)

CENTRE : Western Cape Provincial Office: Cape Town

REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including digital communication/marketing, content development, media liaison, stakeholder relations, research and development communication. The successful candidate should have knowledge of the Western Cape Province. Knowledge of administration and finances is required. Be innovative and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling. Ability to work under pressure.

DUTIES : The successful candidate will provide support in overseeing the work of the Provincial Office. Serve as the Sub-project Desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro-based officials. Oversee the functioning of information resource centres (IRC) in the Provincial and District offices. Oversee the distribution and dissemination of government information in the province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the province. Support the coordination and implementation of rapid response requirements in the province. Oversee, generate and localise content for usage through digital and on-line platforms. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The ASD will be responsible for the monitoring and evaluation of the work of the GCIS Western

ENQUIRIES
NOTE

- Cape Office including evidence verification, document management, desktop research duties and impact assessments.
- : Ms Geraldine Thopps Tel No: (021) 4180533 /2066
- : The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender.

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 16 October 2023
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSCA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 35/24** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 54/2023**
Branch: Primary Health Care
- SALARY** : R 811 560 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Office Administration/ Office Management/Business Management/ Administration/ Public Management/ Administration. Bachelor's Degree in the above will be an advantage. At least three (3) years' experience in the field of office administration/office management at the level of Assistant Director with supervisory experience or equivalent level. Knowledge of and experience in general administration. Knowledge of and experience in financial management, supply chain management and human resource management. Good understanding of the Public Service Regulatory Framework. Good communication (verbal and written), interpersonal, liaison, presentation, organizing, planning and computer skills (MS Office Packages). The ability to function independently as well as a team member. Able to co-ordinate with other units of the Departments.
- DUTIES** : Administer the finances of the Branch. Co-ordinate procurement activities and assist with MTEF submissions. Manage the flow of documents within the Branch. Ensure efficient flow of information between the Branch and the entire department. Management of human and physical resources. Ensure proper control leave records, assets register, procurement of assets/equipment etc. Provide secretariate support to the Branch. Ensure proper co-ordination of the Branch meetings and take minutes of the NSPSC meeting (on rotational basis). Provide administrative support to the Branch. Manage the file system of the Branch and provisioning administration duties.
- ENQUIRIES** : Ms JR Hunter Tel No: (012) 395 9652

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	16 October 2023
<u>NOTE</u>	:	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. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 35/25</u>	:	<u>SOLICITOR – GENERAL REF NO: 23/111/DG</u>
<u>SALARY</u>	:	R1 663 581 – R1 871 454 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An appropriate undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at Senior Managerial level; 5 years must be as a member of the SMS in the Public Service, State Entity or Constitutional Entity; Knowledge of Public Administration and Management, Budget and Public Management; Knowledge and understanding of litigation matters and legal services, management excellence of the legal profession environment and services, Organizational, Departmental and Government vision and give plans to give effect thereto; Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), Public Finance Management Act (PFMA) and related processes and prescripts. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Oversee, coordinate and manage all litigation in which the State is involved; Manage the development and implementation of policy relating to the functions of the State Attorney Offices and provision of efficient legal service; Represent the State Department at National, Regional and Local Government on litigation matters; Coordinate and manage litigation operations support services for the Office of the Solicitor-General (OSG); Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First

Floor Reception, East Tower, Momentum Building, 329 Pretorius Street,
Pretoria.

NATIONAL TREASURY

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



CLOSING DATE : 13 October 2023 at 12:00 am (Midnight)

NOTE : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates 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. 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. 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 or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 35/26 : **DIRECTOR: SYSTEMS AND OPERATIONAL MANAGEMENT REF NO: S111/2023**
 Division: Intergovernmental Relations (IGR)
 Purpose: To manage grant finances, business processes and systems and provide general management support to the Neighbourhood Development Partnership Grant (NDPG) and the Programme and Project Preparation Support Grant (PPPSG).

SALARY : R1 162 200 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF 7) in any of the following disciplines: Accounting or Commerce or Business Administration. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a financial or grant administration management environment. Experience and knowledge of grant fund management. Knowledge and experience of the broader Public Service Policy Framework pertaining to finance and human resource related practices. Knowledge and experience of municipal service delivery challenges and legislation (including knowledge about the Public Finance Management Act, the Municipal Finance Management Act and other related Treasury instruments). Knowledge of the workings of government departments and related institutions. 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

DUTIES

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: Some key outputs include: Operational Obligations: Develop operational targets and engage on operations in compliance with resolutions and resolving of stakeholder concerns. Influence stakeholders in the achievement of strategic and mainstream objectives. Manage the development of systems, business processes and standard operating policies to support the delivery of operational requirements. Identify and define key performance measures and implement monitoring and evaluation systems to monitor progress and identify gaps for improvement. Grant Management and Compliance: Develop budgetary requirements pertaining to NDPP and CSP. Manage the grants and their compliant utilisation and allocation within the NDPG and PPPSG. Monitor and report on the grants allocation and provide feedback on disbursement with prescribed requirements. Manage the compilation of financial statements and audit processes. Identify risks and implement risk mitigation strategies for the NDPG and PPPSG grants. Manage financial procedures in compliance with legislator or procedural requirements pertaining to PFMA and tax legislation. Financial Management: Manage all financial procedures in compliance with legislative and procedural requirements. Manage financial processes and engage clients pertaining to expenditure regarding operational allocations. Develop an operational budget plan in line with organisational requirements. Manage the operational budget and its compliant utilisation and allocation and identify the risks and implement risk mitigation strategies regarding financial management. Operations Strategy: Contribute to the development of the NDPP and CSP strategy, operational approach, and budget. Engage clients and stakeholders on the strategy. Develop and implement an operational business plan aligned to allocated operational resources in delivering of the strategy. Provide NDPP with financial input, context and recommendations that will support the development of the Operations business plans and organisational strategy in line with political, economic, social, technological, environmental, and legislative influences. Resolve challenges hindering or threatening the successful achievement of the operations and NDP Unit strategy.

ENQUIRIES APPLICATIONS

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

POST 35/27

: **DIRECTOR: FORECASTING REF NO: S113/2023**
Division: Economic Policy (EP)
Purpose: To produce forecasts and related scenarios of the status of the South African economy over the MTEF period. To develop and maintain the tools required to produce the macroeconomic growth outlook including the National Treasury's Quarterly Projections Model (QMOD). To manage and conduct policy analysis and advice for stakeholders.

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF 7) in any of the following disciplines: in Economics or Mathematical Economics or Econometrics. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in macro-econometric modelling design and development environment. Knowledge and experience in interpreting, analysing and disseminating of economic results. Knowledge and experience in formulating policies, and programming models; and Knowledge and experience of the E-VIEWS software programme application. 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: Quarterly Forecasts over the MTEF: Support the budget process. Produce or oversee the production of macroeconomic forecasts of the South African economy. Ensure that a forecasting explanatory briefing session is had with stakeholders on the core aspects of economic projection for a particular period. Oversee and conduct forecasts of economic growth and tax related models based on revenue expectations over a financial year. Model Maintenance and Development: Initiate, conduct and oversee the updating of the QMOD on the availability of projected data analysis and its

impact on the economy. Provide equations in the QMOD for data integrity and advancement of information usage. Propose changes to the QMOD to stay in touch with environmental changes and integrate said changes in the model. Develop a policy analysis model in alignment with the QMOD and provide data for utilisation and relevance to stakeholders. Develop new models to sustain the enhancement of data credibility. Policy Analysis and Development: Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions. Develop presentations and engage stakeholders. Inform internal and external stakeholders on new developments in impacting on the economic modelling world and illustrate their usage. Project & Financial Management: Plan and execute research projects (2 or more people). Plan & drive directorate research agenda. Plan directorate training schedule. Ensure prudent management of team funds. Research and Stakeholder engagement: Identify research gaps. initiate and conduct/oversee the research on the latest forecasting tools and methodology with recognised national and international institutions. Engage prospective stakeholders on newly developed tools for implementation. Initiate benchmarking exercises with reputable institutions and alignment with market requirements relevant with regard latest innovations trends pertaining to benchmarking. Develop an accessible platform for stakeholders in the co-ordination and governance of complex value-added forecasting projects.

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

OTHER POSTS

POST 35/28 : **SENIOR ECONOMIST: PRIMARY SECTOR REF NO: S106/2023**
 Division: Economic Policy (EP)
 Purpose: To monitor, evaluate and advise on economic developments in the primary sector, specifically pertaining (but not limited to) agriculture and mining. To provide analysis of the socio-economic impacts of related policy proposals in conjunction with stakeholders in government. To initiate research on key policy issues and represent National Treasury on external forums/committees.

SALARY : R958 824 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12, coupled with a minimum National Diploma (equivalent to NQF level 6), Bachelors' Degree (equivalent to NQF Level 7) in Economics or Econometrics. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in an economic policy development and analysis environment. Knowledge and experience of a sound understanding of applied microeconomics. Knowledge and experience of the different research engines, analysis and report writing skills, with the ability to interpret economic policy outcomes.

DUTIES : Some key outputs include: Analysis and Research: Research, analyse and compile reports on developments in the primary sector and identify the implications thereof for government policies and priorities e.g. growth, employment and investment. Initiate and produce in-depth analysis of the socio-economic impact of related policy proposals. Maintain databases of microeconomic and macro-economic indicators to assist in economic analysis. Policy Advice: Prepare speaking & briefing notes, memos and speeches based on policy-relevant issues in the primary sector. Provide inputs (i.e., economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Represent National Treasury at various stakeholder fora on request. Research: Initiate and conduct research the factors that influence growth, employment and investment in the primary sector. Initiate and conduct research into policy-relevant developments in the primary sector and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends. Engage (internal & external) stakeholders on policies which affect key government priorities e.g., growth, employment and investment in the primary sectors. Budget and MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Lead number checking and proof-reading processes. Project Management and support: Plan and execute research projects.

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

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

POST 35/29 : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT REF NO: S015/2023**
Division: Office of the Chief Procurement Officer (OCPO)
(Re-Advertisement)
Purpose: To provide strategic procurement support services to improve performance and efficiency of the State procurement system including value for money and leveraged benefits in all three spheres of government.

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Supply Chain Management or Logistics Management or Purchasing Management or Management or Commerce. A minimum 4 years' experience of which 2 years should be Assistant Director level or equivalent obtained in a supply chain management environment. Knowledge and experience in strategic procurement. Knowledge of the broader SCM legislative and regulatory environment. Knowledge and experience of policy analysis and development. Knowledge and experience of data gathering analysis and dissemination.

DUTIES : Some key outputs include: Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial and local spheres). Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services. Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually as required).\ Conduct the research and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement. Assist with the monitoring, prediction and mitigation of strategic procurement project risks and performance management. Development Knowledge and Information Management: Manage and perform research and benchmarking on strategic procurement good practices. Manage and perform commodity spend analysis, market and industry analysis, supplier analysis, specification and demand analysis, total cost of ownership and any other analysis as may be required. Manage the content of strategic procurement-related KIM platforms.

ENQUIRIES APPLICATIONS : Enquiries only Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 35/30 : **DEPUTY DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE (GMC) REF NO: S016/2023 (X3 POSTS)**
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To develop, implement and monitoring legislative requirements pertaining to the SCM Governance, Monitoring and Compliance strategy and frameworks within the broader government spheres for enhancement and identification of oversight and discrepancies.

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of following disciplines: Commerce or Supply Chain Management or Economics or Legal or Business and Management or Finance or Auditing. A certification in SCM principles, Project Management, Governance, Monitoring and Compliance, Investigation or any similar certification or equivalent will be an added advantage. A minimum 4 years' experience of which 2 years should be at Assistant Director level in the broader supply chain management environment. Knowledge and experience of governance, monitoring and

compliance processes pertaining to procurement. Knowledge and experience of the broader public service SCM framework. Knowledge of government procurement policy analysis, evaluation of findings and the implementation thereof.

DUTIES

: Some key outputs include: Strategy and Policy Management: Provide inputs into the development of a SCM strategy, and frameworks implementation plan pertaining to Governance, Monitoring and Compliance (GMC). Develop and implement policies in alignment with the SCM framework as follows: client agreements for the submission of SCM reports. SCM reporting criteria and schedules; provide inputs into the State-Owned Entities enforcement processes; manage the SCM Restricted Suppliers List manage SCM cases and plans databases. Provide inputs into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of GMC strategic networks for improved collaboration, accountability and transparency. Promote the compliance of SCM policies and procedures in line with prescribed regulations. Initiate the improved SCM compliance through awareness sessions with stakeholders. Governance and Frameworks Oversight: Develop and implement measurements within the SCM legislative environment for monitoring and compliance of application of SCM policy, regulations, norms and standards; adherence to SCM strategy and performance indicators. National supply chain risk management policy. Preferential procurement policy determinations. Pricing structures (prescribed price reference index). National contracting authorities code of conduct; and Supplier code of conduct and performance management. Develop in conjunction with stakeholders SCM data collection through: Demand Management; procurement planning; acquisition management; strategic sourcing; contract management; logistic management; disposal management; and performance management and reporting. Develop SCM reporting and reviewing framework for MTEF annual supply chain operational strategies, SCM annual performance assessments and reviews. Design and maintain a SCM capability maturity assessment model pertaining to compliance. Initiate a research, design and develop platform, for SCM non-compliance reviews and remedies framework; and SCM grievance and dispute resolution mechanism. Monitoring and Evaluation and Reporting: Assist with the report on Government Agencies enforcement processes. Manage the SCM Restricted Suppliers List in accordance with the Supplier Restriction Guidelines. Assist with the development of a monitoring and evaluation system on the performance of SCM governance framework. Assist with the evaluation and reporting of the SCM governance framework and monitoring and compliance. Knowledge and Information Management: Assist with the implementation of a research platform on local and international trends, good practices on the management of SCM governance, monitoring and compliance. Identify and recommend alternative solutions for SCM governance, monitoring and compliance. Maintain the content of SCM GMC Knowledge and Information Management platforms.

**ENQUIRIES
APPLICATIONS**

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

POST 35/31

: **SENIOR POLICY ANALYST: INTERNATIONAL DEVELOPMENTAL CORPORATION (IDC) REF NO: S110/2023**
Division: Budget Office (BO)
Purpose: To support the management of Official Development Assistance (ODA) to the South African Government, and promote sound ODA management within the social, governance and justice sectors.

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economic Sciences or Social Sciences or Development Studies. A minimum 4 years' experience obtained in programme and portfolio management of which 2 years should be Assistant Director level or equivalent. Knowledge and experience of public policy development and implementation. Knowledge and experience of developmental management. Knowledge and experience of Investment financing.

DUTIES : Some key outputs include: Coordination, ownership and management of ODA: Ensure the alignment of ODA to South African policies and procedures within the facilitation of ODA commitments to SA (facilitation of programming). Review and assess trends and best practices pertaining to the social, governance and justice clusters and update current database of all ODA funded programmes within the sector. Arrange the record keeping of meetings with donor and South African Government representatives involved donor programmes. Programme Delivery: Implement ODA management policies, procedures and processes (ODA Management guidelines) within the social, governance and justice sector. Liaise / negotiate with stakeholders in Public Finance, cluster/ sector, provincial and local government decision-makers and ODA co-ordinators, and relevant donors regarding the consolidation of ODA programmes. Facilitate the smooth implementation of donor-supported projects. Compliance with Global ODA Commitments: Involve in the ODA global debates and forums within the aid effectiveness arena. Prepare South African position papers within the aid effectiveness discourse. Strengthen the ODA Knowledge Base: Implement database to feed into the knowledge management processes. Initiate benchmarking best practices of ODA management within the sector. Alignment of ODA to Budget: Invite stakeholder participation and guidance, from certain knowledgeable areas in the National Treasury to improve programming and alignment of ODA to budget. Provide a share point of information within the sector on the overall budget process.

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

POST 35/32 : **ECONOMIST: PERSONAL INCOME TAX AND SAVINGS REF NO: S102/2023**
 Division: Tax and Financial Sector Policy (TFSP)
 Purpose: To provide macroeconomic and microeconomic analysis of the South African personal income tax system and to undertake objective assessments of tax reform proposals within a framework of sound tax policy.

SALARY : R527 298 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Taxation or Public Finance or Economic Science are required. A minimum of 3 years' experience in Economics or Taxation environment, exposure to Personal Income Tax analysis. Exposure to evidenced-based policy development. Knowledge of the tax structures, reforms, and research. Knowledge of the Public Service Code of Conduct and Money Bills procedures.

DUTIES : Some key outputs include: Personal Income Tax policy research: Collect, manage, and analyse data from relevant sources to facilitate decision making. Compile policy notes, discussion documents, presentations on options to adjust tax system for efficiency, equity, simplicity, and transparency. Analyse and estimate impacts of tax proposals namely size and distribution, potential distortions, revenue implications, and wider economic impacts. Analyse marginal tax rates for individuals, tax base, retirement tax, tax on savings, employment tax, tax expenditure on individuals, international tax and dissemination of policy. Budget Review inputs and tax policy announcements: Develop and contextualise policy options in support of social and economic objectives while optimising revenue. Develop and contextualise policy options to address market failures, facilitate behavioural change and retain international competitiveness. Calculate and estimate standard Personal Income Tax tables and figures. Liaise with stakeholders to implement PIT policies: Translate adopted policy proposals for implementation, with consideration of administrative constraints and procedures of legislative amendments. Identify and consult with key stakeholders on the dissemination of information. Participate in public consultations with external stakeholders. Develop Personal Income Tax inputs for government and participate in public tax policy engagements: Review, analyse and comment on policies with PIT impacts. Provide inputs and participate in policy consultations. Prepare responses to public queries, including parliamentary questions, taxpayer, and media queries. Provide inputs to briefing and speaking notes for external engagements.

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

POST 35/33 : **ECONOMIST: PROVINCIAL FISCAL FRAMEWORK REF NO: S112/2023**
Division: Intergovernmental Relations (IGR)
Purpose: To assist with the policy formulation and planning of provincial budgets, through collating and manage of databases.

SALARY : R527 298 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Public Finance Management or Public Management. A minimum 3 years' experience in Public Financial Management system in South Africa. Knowledge of the broader public finance fiscal framework. Knowledge of basic public sector budgeting principles. Knowledge and exposure to spread sheets and manipulation of data and formulas (MS Excel). Good written and verbal communication skills.

DUTIES : Manage Database for Equitable Share Formula: Collect information and update the equitable share formula. Maintain the database for the provincial equitable share formula. Assist with refinement of the fiscal framework equitable share model. Develop and provide analytical reports in support of the model and forecast different scenario's the fiscal framework equitable share. Provincial Fiscal Framework: Assist with technical analyses in reaching decisions relating to provincial equitable shares. Assist with the maintaining of conditional grants allocations to provinces. Provide inputs into the development and drafting of analytical reports impacting on the provincial fiscal framework. Database design: Provide concepts in the preparation of tables, spreadsheets and presentation format of the fiscal framework equitable share formula database. Intergovernmental Co-ordination and Publications: Assist with the compilation of information required for the annual IGFR. Provide inputs of data for reports to TCF and Budget Council Meetings.

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

OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : **National Office Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng Division of the high Court:** Pretoria Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 16 October 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 35/34** : **DEPUTY DIRECTOR: LEGAL SERVICES REF NO: 2023/330/OCJ**
- SALARY** : R811 560 – R952 485 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric and an LLB Degree or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of at least 3-10 years' experience post appropriate experience in litigation / legal advisory experience. A valid driver's licence. Admission as an Attorney/ Advocate will be an added advantage. Skills and Competencies: Good written and verbal communication skills, Interpersonal skills, Computer software skills (good excel skills), Problem Solving and Decision-Making skills, Time Management skills.; People Management skills; Interpretation skills; Analytical and innovative thinking skills, Ability to work independently and meet deadlines under pressure; Ability to pay attention to detail and to ensure the correctness of data / information.
- DUTIES** : Provide legal administration support services for the Department and the Judiciary; Coordinate compliance with PAIA & POPIA, Render assistance in the management of litigation process for the Department; Provide assistance in relation to legal advisory opinions; Coordinate and advise on loss control matters; Draft legal documents / contracts / agreements for the Department.
- ENQUIRIES** : Technical related enquiries: Mr N Phakola Tel No: (010) 493 2500
HR related enquiries: MR A Khadambi, Tel No: (010) 493 2500
- POST 35/35** : **ASSISTANT DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2023/331/OCJ**
- SALARY** : R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a three-year National Diploma/Degree in Public Management and Governance or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A valid driver's license. A minimum of 3 years' experience at Senior Administrator or similar level and at least one year experience at a Secretariat and / or Governance Services. A certification with the Chartered Governance Institute of Southern Africa (CGISA) will be an added advantage. Skills and Competencies: Sound knowledge of applicable legislation and regulations relevant to the OCJ and the Public Service, King IV Code on Corporate Governance, Corporate Governance Framework, Delegation of Authority Framework, exposure to dealing with Executive Management and management committees, business process understanding, compliance management, good verbal and written communication skills , planning and execution, maintaining sound interpersonal relationships, people management skills, producing quality work.
- DUTIES** : Facilitate the planning of the OCJ's Executive Management's governance structures, render governance advice and the secretariat support services to the OCJ's Executive Management's governance structures, developing and coordinating updates of resolution registers, manage the effective and efficient management of resources (human, financial and physical), supervise and develop staff.
- ENQUIRIES** : Technical enquiries: Ms S Mpheshwa Tel No: (010)493 2535
HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 35/36** : **SECURITY OFFICER REF NO: 2023/332/OCJ**
- SALARY** : R147 036 - R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
: Matric Certificate or National Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, A minimum of five(5) years' relevant experience; Skills and Competencies: Good verbal communication skills, Good work ethic Interpersonal skills, Good communication (verbal and written);Problem solving

and decision making skills; Interpersonal Relations; Teambuilding People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.

DUTIES

: Checking of parcels and equipment leaving the building to ensure that there is an authorised removal letter included. Monitor cameras and alert management to any security risks Monitor compliance by outsourced security service in terms of postings, security equipment and security compliance in terms of the SLA; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Patrol buildings and fenced off areas; Guard vehicles and equipment; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Authorize entry into the premises to employees; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Perform any other duties assigned to you by the Supervisor/Court Manager.

ENQUIRIES

: Technical related /HR related Enquiries: Ms T Mbalekwa, Tel No: (010) 494 8515

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 27 October 2023, 15h45
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated.) Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 35/37** : **ADMINISTRATIVE SECRETARY TO THE PROVINCIAL DIRECTOR: WESTERN CAPE REF NO: AD/S/PD/WC/09/2023**
- SALARY** : R202 233 per annum
- CENTRE** : Public Service Commission, Provincial Office: Western Cape
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate, Diploma in Office Administration/Diploma in Public Administration/Management or Secretarial will be an added advantage. Typing competency experience. Administration skills. Good Communication skills. Interpersonal skills. Proven Computer skills in the Microsoft office Suite. Typing skills. Organising skills. Business writing skills. Ability to handle confidential information.
- DUTIES** : Rendering effective and efficient administrative and secretarial support Service to the Provincial Director. Management of registry (incoming and out-going correspondence). Managing the Provincial Director's Dairy. Provide logistical support to the Provincial Director and components. Management of the relationships between the components within Provincial Director, internal components and external stakeholders. General administrative duties to the office. Management of the reception.
- ENQUIRIES** : Ms C Van Heerden Tel No: (021) 421 3980

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male/female, Coloured male/ female, Indian male/female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria.
- FOR ATTENTION** : Recruitment Unit. Room 4034.
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form parts A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take note that the National School of Governance (NSG) has introduced a compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, and sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.
- ERRATUM:** Director: Road Research, Policy, Standards and Guidelines with Ref No: DOT/HRM/2023/61, The following note applies to the above-mentioned post advertised in the Public Service Vacancy Circular 32 dated 08 September 2023 with the Registered with ECSA as a Professional Engineer or Engineering Technologist as requirements. Please note that Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage; Directorate: Road Research, Policy, Standards and Guidelines. Enquiries: Mr Chris Hlabisa Tel No: (012) 309 3170. The closing date of the post is extended to 13 October 2023. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 35/38** : **DIRECTOR: PARLIAMENTARY SERVICE AND STRATEGIC SUPPORT**
REF NO: DOT/HRM/2023/69
Branch: Administration (Office of the Director-General)
Chief Directorate: Office of the Director-General
Directorate: Parliamentary Service and Strategic Support
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs
- CENTRE** : Pretoria / Cape Town
- REQUIREMENTS** : An undergraduate NQF Level 7 qualification as recognised by SAQA in Political Science Law / Public Management / Business Administration / Communication

/ Strategic Management with 6 -10 years' experience in government's integrated governance system of which a minimum of 5 years' experience must be at a middle management level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skills: Knowledge and experience of Parliamentary & legislative processes. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Knowledge and experience of the Government Cluster System. Knowledge and experience of strategic management processes in government. Political awareness and familiarity with broad lines of government policy. Ability to liaise effectively with senior government officials and politicians. Excellent writing and editing skills. Compilation of management reports. Communication- Verbal & Written communication - English - above average. Governance related to information.

DUTIES

: Manage, coordinate and facilitate the flow of information and documentation within the Office of the Director-General. Receive and refer documentation to relevant managers in the Department. Keep track of documents/ referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the Director-General. Provide support with the tabling of the annual report and the strategic plan to parliament. Apply quality control on all documents before presenting them to the Director-General. Manage Parliamentary processes. Manage parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the Director-General, take note of resolutions and compile reports. Attend all parliamentary meetings attended by officials from DOT/ public entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Provide liaison support with Ministry and the Department Provide an efficient and effective support system in the Office of the Director-General. Compile- submissions, letters and routine communication. Develop and drafts briefing notes presentations. Coordinate inputs and drafts speaking notes. Provide content support to Office of the Director-General. Refer correspondence and enquiries to the relevant persons in and outside of DoT. Act as information officer and respond to enquiries from the public. Provide logistical support at all Director-General's meetings. Manage the Director-General's diary and projects instructed by the DG. Manage the resources of the Directorate. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Office of the Director-General. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Authorise expenditure. Monitor quality control of work. Manage the compilation of the annual report and strategic plan of the directorate. Manage the budget and assets. Manage the planning, organising and delegation of work. Provide support during October Transport Month, budget vote and other events etc. manage stakeholder liaisons and relations within Transport sector, agencies and other departments.

ENQUIRIES

NOTE

: Ms Fikile Nhangombe Tel No: (012) 309 3514
 : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position. This post was previously advertised on Public Service Vacancy Circular 33 of 2023 without detailed key performance areas, therefore the closing date still stands (Closing date: 20 October 2023)

POST 35/39

: **DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/2023/82**
 Branch: Road Transport
 Chief Directorate: Road Regulations
 Directorate: Road Safety Programmes

SALARY

: R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE

REQUIREMENTS

: Pretoria
 : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Engineering, Transport Planning, and Transport Economics with a minimum working experience of 5 years at a middle management level within the road safety/road environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skill: Knowledge and understanding of policies

and strategies pertaining to road safety. An understanding of intergovernmental relations and good interpersonal skills. Analytical and problem-solving skills, Excellent presentation skills. Compilation of management reports. Public Finance Management Act. Communication: Verbal & Written communication - English - above average - Computer literacy. Governance related to information.

DUTIES : Manage the research and development of Road Safety Policies and Strategies. Manage the establishment, coordination and management of road safety consultative structures. Ensure the development and dissemination of road safety information. Coordinate the establishment of Road Safety Committees, National Road Safety Councils and Provincial and Local Authority Road Safety Councils. Participate in project teams to achieve a multi-disciplinary approach to meet the set objectives of the Department. Manage and control the Directorate.

ENQUIRIES : Adv Johannes Makgatho Tel No: (012) 309 3280
NOTE : Preference will be given to African Males/Females, Coloured Males/Females, White Males, Indian Females and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 35/40 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: DOT/HRM/2023/87**
 Branch: Corporate Services
 Chief Directorate: Corporate Management
 Directorate: Travel and Facilities Management
 Sub-directorate: Facilities Management

SALARY : R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF Level 6 qualification in Facilities Management / Public Management / Financial Management / Project Management with 5 years' experience in facilities management of which 3 years must be at a junior management or Assistant Director level. Knowledge and Skills: (Competencies): Knowledge of all government policies and procedures applicable to office support services. Knowledge and understanding of the management of contracts on office support services/facilities. Knowledge and understanding of Public Finance Management Act (PFMA) Computer literacy. Thorough understanding of prescripts related to office support services/facilities. Project Management Financial Management, Archive Regulations. Communication- Verbal & Written communication - English - above average. - Governance related to information.

DUTIES : Manage office accommodation and parking. Manage telecommunication services. Manage office cleaning and food aid services. Manage the provision of a registry service. Manage contracts and financial management. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms Itumeleng Lehari Tel No: (012) 309 3832
NOTE : Preference will be given to African Male / Female, Colored Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.

POST 35/41 : **ASSISTANT DIRECTOR: ICT GOVERNANCE REF NO: DOT/HRM/2023/88**
 Branch: Corporate Services
 Chief Directorate: Chief Information Officer
 Directorate: ICT Governance and IT Security System
 Sub-directorate: ICT Governance

SALARY : R424 104 per annum (Level 10)

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 6 qualification in Computer Science / Computer Systems / Information Technology with 3 years' experience at a supervisory or practitioner level in ICT Governance field. Knowledge and Skills: Knowledge of GWEA. Substantial experience in computing or relevant environment Detailed knowledge of the PFMA and other relevant legislation. ICT Security. Software Management. Understanding of performance management system. Knowledge of ITIL V3 foundation and related, COBIT 5 or 2019.

Communication- Verbal & Written communication - English - above average - Governance related to information.

DUTIES : Manage IT Risk. Ensure IT Compliance. Manage IT change control and IT architecture. Manage the IT Governance Framework. Manage the resources of the Section.

ENQUIRIES NOTE : Mr Samuel Mantlaka Tel No: (012) 309 3674
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.

POST 35/42 : **PROJECT ADMINISTRATOR REF NO: DOT/HRM/2023/89**
 Branch: Corporate Services
 Chief Directorate: Chief Information Officer
 Directorate: ICT Governance and IT Security System
 Sub-directorate: IT Security System

SALARY CENTRE REQUIREMENTS : R294 321per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 in Business Management / Project Management / Public Administration with at least 2 years relevant experience in a project administration environment. Knowledge and Skills: Report Writing. Financial Management. Knowledge of Project management. Communication Skills verbal and written. Organisational and administrative skills. Minute taking. Database Management. Research Skills. Meeting skills.

DUTIES : Liaise with all project stakeholders with regard to matters pertaining to projects. Coordinate ICT Project in the Chief Information Officer's Office. Render administrative support. Render secretariat functions at workshops and meetings.

ENQUIRIES NOTE : Mr Samuel Mantlaka Tel No: (012) 309 3674
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 13 October 2023
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's 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 driver's 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. A 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 or emailed 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 35/43**

- : **CHIEF ENGINEER GRADE A REF NO: 131023/01 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
SD: Dam Design (X1 Post)
SD: Bulk Pipe Systems (X1 Post)
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY
CENTRE
REQUIREMENTS

- : R1 146 540 per annum, (all-inclusive OSD salary package)
- : Pretoria Head Office
- : A Civil Engineering degree (B Eng / BSC (Eng) or relevant qualification. Six (6) years post qualification experience required. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of government legislations relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Programme and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct, risk management, technical report writing, and financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Communication skills both (verbal and written). Computer skills, people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and

		analysis. Decision making, team leadership, creativity, customer focus and responsiveness.
<u>DUTIES</u>	:	Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports, feasibility studies of all infrastructure projects implemented by the department. Approval/acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of water sector support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to manager. Manage professional service providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Koadibane Tel No: (012) 336 7694
	:	Pretoria (Head Office): Please forward your applicant quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Planning, Recruitment and Selection Unit
<u>POST 35/44</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 131023/02</u> Branch: Water Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 146 540 per annum, (all-inclusive OSD salary package)
	:	Pretoria Head Office
	:	A Civil / Agricultural Engineering degree (B Eng / BSC (Eng) or relevant qualification. Six (6) years post qualification experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer The disclosure of a valid unexpired driver's license. Relevant experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) or Integrated Environmental Management (IEM). Ability to relate to and work with associated professional fields in a multi-disciplinary team. Experience in planning and implementation of water projects. Good writing, communication, policy, and strategy development skills.
<u>DUTIES</u>	:	Optimisation and planning of water resource utilisation and development in one of the Northern, Central, Eastern or Southern Planning Regions through the evaluation of various management/development options. Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water requirements. Evaluation of technical options and associated social, economic, and environmental impacts. Coordination and processing of inputs from a wide range of disciplines. Capacity building and mentoring of young engineers. Liaison with other organisations and parties on projects/water resource related matters (at local, regional, national, and international level). Analyses of and recommendations on financial, legal, and institutional aspects for water resource projects. Ensure management of human resources. Provide leadership and ensure good management and administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. C Fourie at (082) 809 2355
	:	Pretoria (Head Office): Please forward your applicant quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Planning, Recruitment and Selection Unit
<u>POST 35/45</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 131023/03</u> Branch: Infrastructure Management: Southern Operation Dir: Water Resources Infrastructure Operations and Maintenance
<u>SALARY CENTRE</u>	:	R1 146 540 per annum, (all-inclusive OSD salary package)
	:	Bellville

- REQUIREMENTS** : An Engineering degree (B Eng / BSC / Eng) or relevant qualification. Six (6) years post qualification experience required. Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding of legal and operational compliance. Knowledge of engineering and operational communication. Process knowledge and skills in maintenance. Mobile equipment operating skills. Knowledge engineering design and analysis. Understanding of research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, people, conflict, change, and financial management. Customer focus and responsiveness. Negotiation skills. Good communication skills both (verbal and written).
- DUTIES** : Perform final review, approvals, and audits on new engineering designs according to design principles and theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Governance. Provide technical consulting services for the operation on engineering matters to minimize possible engineering risks. Financial management. Ensure the availability and management of funds to meet the MTEF objectives within the Engineering environment. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development of human resources. Promote transformation.
- ENQUIRIES APPLICATIONS** : Ms. C Goboza at (076) 010 7956
- : For purpose of response handling: Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit
- POST 35/46** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 131023/04**
Branch: Provincial Operation: KwaZulu-Natal
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
 : Durban
 : A bachelor's degree in financial management or relevant tertiary qualification at NQF Level 7. Three (3) to (5) five years relevant experience in Finance at supervisory/ management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures, and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Ability to write reports and submissions. Ability to compile presentations. Good communication skills both (verbal and written). Excellent Computer literacy skills in MS Word, MS Excel, and Outlook.
- DUTIES** : Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Provincial office budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with regional compliance on all Financial Transactions as PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on

the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and service, transfers, subsidies, and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual statements). Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, serve on transverse task team as required.

- ENQUIRIES** : Ms. PV Mkhize Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please forward your applications quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
- FOR ATTENTION** : The Manager (Human Resource)
- POST 35/47** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT – PROTO CMA REF NO: 131023/05**
Branch: Provincial Operation: Mpumalanga
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Mbombela
: A bachelor's degree in financial management or relevant tertiary qualification at NQF Level 7. Three (3) to five (5) years relevant experience in Financial Accounting at Supervisory/Management Assistant Director (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards, billing management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, guidelines and division of Revenue Act. Knowledge and understanding in human resource management legislation, policies, practices, and procedures. Knowledge and understanding of public service anti-corruption strategy, anti-corruption, and fraud prevention measures. Knowledge of administrative procedures and systems. Knowledge in commercial laws, departmental policies, and procedures. Experience in government financial systems. understanding of the framework for managing performance information, business strategy transaction and alignment. Good people and diversity management. Excellent client orientation and customer focus. Good communication skills both (verbal and written). Ability to write reports, submissions, and compile presentations.
- DUTIES** : Manage the financial revenue, expenditure management and management accounting Sub-Directorate. Undertake Supply Chain Management & Asset Management work, revenue, expenditure management and accounting work as required. Manage the sub-directorate revenue, expenditure management and management accounting. Manage and co-ordinate internal and external auditors. Improve understanding and application of the DWS's policy, procedures, and delegations. Provide professional expertise according to the financial requirements in the Region. Prompt mobilization of multi-disciplined team to attend urgent and emergency issues for customers at hand. Management of staff and adherence to strict deadlines. Conduct financial inspections. Build financial capacity, transfer of knowledge, and empower financial staff.
- ENQUIRIES** : Mr S Nkuna, Tel No: (013) 759 7317 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
- FOR ATTENTION** : Ms FM Mkhwanazi

POST 35/48 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 131023/06**
Branch: Provincial Operation: Western Cape

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : National Diploma / Bachelor's degree in Human Resource Management (NQF level 6 or 7) or equivalent qualification in Economics and Management Sciences with majors in relevant Human Resource field. Three (3) to five (5) years' management experience in Human Resource. The disclosure of a valid unexpired driver's licence. Proven computer literacy skills (MS Word, MS Excel, MS PowerPoint). Knowledge of PERSAL and BAS systems. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR prescripts, legislatives, and directives. Knowledge of Financial Management and Public Finance Management Act (PFMA). Understanding of Programme and Project management. Interpersonal skills, problem solving and analytical skills, people, and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of Occupational Specific Dispensation (OSD).

DUTIES : Co-ordinate the establishment, training, and effective functioning of Skills Development Committees (SDC). To conduct skills audits. The facilitation of the review of the HRD strategy. The co-ordination and provision of input for the annual HRD Implementation Plan. To ensure the implementation of the HRD implementation plan. Perform job searches for qualified candidates according to relevant job criteria. Prepare and maintain employment record. To provide screening and referring services to the selection panel. Ensure interviews are arranged and travel arrangements provided for as necessary. Implementation of appointments, promotions, and upgrades. Ensure appointments, promotions, and upgrades are done timeously. Give advice on the implementation of HR Transaction policies and guidelines. Do the conducting of PMDS awareness and Education. To co-ordinate the establishment, training and effective functioning of Skills Development Committee (SDC). The development of a WSP implementation Plan. Implement the employee wellness programmes. Development of programmes to administer HIV/AIDS related diseases. Render awareness programme to all employees. Compile reports on the programmes rendered. Dealing with OSD related matters. Drafting of high-level submissions, memorandums and letters. Processing of acting allowances.

ENQUIRIES : Ms L Peter Tel No: (021) 941 6207
APPLICATIONS : Western Cape: (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms L Peter

POST 35/49 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 131023/07**
Branch: Provincial Operation: Mpumalanga
Dir: Water and Sanitation Services Management

SALARY : R687 879 – R1 035 084 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
CENTRE : Mbombela
REQUIREMENTS : A Science degree (BSc) (Hon) or relevant qualification in Geohydrology / Hydrology / Earth Science specialized in Groundwater Studies. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience in Geohydrology / Hydrology / Earth Science fields. Good sound knowledge of geohydrological processes, groundwater assessment and integrated water resources management. The disclosure of a valid unexpired driver's license. Knowledge and experience in the following will serve as an added advantage: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring. Technical report writing skills. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Be able to apply, analyze and interpret various groundwater

		models. Ability to apply scientific research, methodologies, and project management principles. Computer aided scientific applications. Presentation skills. Problems solving and analysis, abilities, and negotiation skills. Good communication skills both (verbal and written). People and Conflict Management. Willingness to travel.
<u>DUTIES</u>	:	Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment, and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate, and analyses scientific data. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development, and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorization process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.
<u>ENQUIRIES</u>	:	Ms M Ralushai Tel No: (013) 759 7524 Ms / FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335.
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela) Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 35/50</u>	:	CHIEF ARTISAN GRADE A REF NO: 131023/08 Branch: Infrastructure Management: Central Operation Div: Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R434 787 per annum, (all-inclusive OSD salary package) Free State (Gariiep Dam) Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman. Knowledge in technical analysis. Knowledge in computer aided technical applications. Knowledge and skills in production processes. Knowledge in customer focus and responsiveness. Knowledge in planning and organizing. Understanding GIS application and spatial data. Theory, principles, and practices of GIS. Knowledge of GIS standards, software applications, and software customizations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing Projections. Knowledge of cartography principles. Problem solving and analysis. Decision making, ability to work independently and in a team. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Willingness to travel extensively all over the country and work irregular hours.
<u>DUTIES</u>	:	Manage mechanical and electrical services and support in conjunction with Technicians/Artisans and associates in the field, workshop, and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e., pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, passenger lifts, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical and electrical maintenance team. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure and accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operation and maintenance plan. Update databases. Manage assets, artisans, and related personnel. Control and monitor

expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

ENQUIRIES : Mr. SM Segalo Tel No: (051) 405 9000
APPLICATIONS : Free State/Gariep Dam: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor, Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/51 : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 131023/09 (X2 POSTS)**
 Branch: Finance WTE
 SD Billing Operations

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (Financial Accounting III a prerequisite). Three (3) to five (5) years' relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies, practices, and procedures. Public Service Anti-Corruption Strategy, anti-corruption, and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies, and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct skills. Flexibility to Travel.

DUTIES : Implement and monitor billing management policies, strategies, procedures, and financial reporting prescripts to ensure the completeness and accuracy of billing and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of billing related systems. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.

ENQUIRIES : Ms L Serepong Tel No: (012) 336 8456
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 35/52 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 131023/010**
 Branch: Provincial Operation: Gauteng

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) years' experience at the supervisory level within finance environment. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Working experience and knowledge of basic government financial

		operating systems (PERSAL and BAS) are a necessity. Good communication skills both (verbal and written). Computer literacy. Good problem solving and analytical skills, People and Diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Management of the payroll and accounts payable functions. Provide cash, revenue management, bookkeeping and financial accounting services including cashiers' office. Oversee creditor's reconciliations and ensure correct and timeous processing of invoices on BAS and LOGIS Procurement Integration. Oversee quality assurance and verification of transactions on PERSAL, BAS, LOGIS Procurement Integration System. Manage the processing of staff related payments and disallowances on PERSAL system. Review and analyse reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Ensure safeguarding of source documents. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ML Mukwevho Tel No: (012) 392 1378
	:	Gauteng Provincial Office (Pretoria): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms. Beaula Mekwa
<u>POST 35/53</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO:131023/11</u> Branch: Provincial Operation: Gauteng
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (level 09)
	:	Pretoria
	:	A National Diploma/bachelor's degree in Auditing or Internal Auditing. Three (3) to five (5) years working experience in Auditing. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and Corporate Governance issues. Experience and sound understanding of internal auditing, auditing principles, and risk management. Experience in a compliance environment. The disclosure of a valid unexpired driver's license. Computer literacy. Good communication skills both (verbal and written). Problem-solving skills. Ability to think strategically. A sound understanding of Enterprise Risk Management principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Sound understanding of the framework for the Strategic Plan and Annual Performance Plan. Leadership skills. Project management skills. Sound understanding of anti-corruption strategy and fraud prevention measures. Ability to work independently and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Compile risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate, and facilitate the use of the appropriate Enterprise Risk Management methodologies, tools, and techniques. Work with individual components and units to establish, maintain and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution, and reporting of investigation assignments on both Main and Trading accounts. Perform pre-audit checks on all documents. Manage and coordinate audit-related activities. Conduct regular spot checks. Assist management with investigations into fraud, corruption, and theft in the Provincial Office. Promote a culture of professionalism. People management (mentoring, ensuring on-the-job training and development and conducting appraisal and feedback).
<u>ENQUIRIES NOTE APPLICATIONS</u>	:	Ms. T Mashiloane Tel No: (012) 392 1489
	:	Preference will be given to coloured, Indian, and White
	:	Gauteng Provincial Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor Reception.

FOR ATTENTION : Mr. D Masoga

POST 35/54 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 131023/12**
Branch: Provincial Operation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: King William's Town
: A Bachelor's Degree in Accounting / Financial Management, Supply Chain Management, or equivalent tertiary qualification in a recognized accounting field (NQF level 7). Three (3) years of supervisory experience in an Asset Management environment. The disclosure of a valid unexpired driver's license. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting Systems (BAS), GRAP, and Logis. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership / interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team. Good communication skills both (verbal and written).

DUTIES : Ensure that assets are properly accounted for in the Asset Register and comply with National Treasury Guidelines. Update new additions, movements, transfers, and disposals. Reconcile BAS/Trial Balance with the Asset Register on a monthly basis. Monitor all entries made on the Asset Register as per minimum requirements for movable and immovable assets. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi-annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper monthly and annual reporting and reconciliations. Quality assurance of asset management processes. Assist in preparing AFS for interim & final audits for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES APPLICATIONS : Mr. ML Sigobo Tel No: (043) 604 5401
: Eastern Cape (King William's Town): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver at 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323.

POST 35/55 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 131023/13**
Branch: Provincial Operation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: King William's Town
: A National Diploma or Bachelor's Degree in Supply Chain Management / Logistics / Purchasing Management qualification. The disclosure of a valid unexpired driver's license. Three (3) to (5) five years' experience in SCM administrative environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS, SAP, and GAAP. Disciplinary knowledge of dispute resolution processes. Knowledge management. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or a similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. compile draft documents as required. Contractors' database is updated and well-maintained. Orders are placed accordingly. All notices are registered and issued properly. Provide effective provisioning of logistical support services. Ensure that correct procedures are

followed on issuing vehicles. Ensure that the requested items are received, and the services are rendered as requested. Capture information into BAS system. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials and payment thereof. Develop an action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Ensure that financial procedures are observed in the section. Compile monthly reports. Documents are provided for approval. Ensure vehicles are issued properly. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Documents forwarded to the bid committee for further processing. Administer the payment process for the goods and services acquired. Verify the correctness: and accuracy of the invoices. Check if the amounts correspond with the received quotations. Ensure that goods and services are received before payment. Pay invoices after service has been rendered.

ENQUIRIES : Mr. ML Sigobo Tel No: (043) 604 5401
APPLICATIONS : Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323

POST 35/56 : **CONTROL WATER CONTROL OFFICER REF NO: 131023/14**
 Branch: Infrastructure Management: Central Operation
 Sub Div: Maintenance

SALARY : R359 517 per annum (Level 08)
CENTRE : Vaal Dam
REQUIREMENTS : A Senior / Grade 12 Certificate with six (6) to (10) ten years experience in water control environment. The disclosure of a valid unexpired driver's license. Knowledge in controlling and managing water distribution for all government water services, sate dams, irrigation boards, water use associations, canals and rivers within the provincial management operations and clusters knowledge in water-related policy implementation. Knowledge in financial and human resource management. Knowledge and implementation of Occupational Health and Safety (OHS) Act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien legislation. Knowledge in basic civil, mechanical, and electrical maintenance.

DUTIES : Manage water infrastructure resources. Manage water control section. Manage the invoices for the stakeholders. Manage dams within Upper Vaal Area in terms of inspections and supervision of the water resource operations. Consolidation of water measurement and distribution of data and report to Area Manager. Manage water infrastructure: canals, dams, sluices, etc. Ensure maintenance of water resources reports for water measurements and distributions. Manage budget for the water control unit. Ensure implementation of OHS within the Area.

ENQUIRIES : Mr. CM Mokone Tel No: (016) 371 3039
APPLICATIONS : Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

POST 35/57 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 131023/15 (X2 POSTS)**
 Branch: Infrastructure Management: Head Office

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering

- Council of South Africa (ECSA) as an Engineering Technician. Experience in technical design and analysis. Extensive computer-aided design (CAD) and related engineering application experience. Excellent communication skills (both written and verbal), good report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.
- DUTIES** : Provide technical services and support in a design drawing office environment. Produce and edit civil engineering designs and drawings. Work independently as well as in teams assisting engineers and technologists. Promote safety in line with statutory and regulatory requirements. Ensure quality of technical designs and drawings in line with standards and specifications. Compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr. V Monene Tel No: (012) 336 7842 / Mr D Johnson Tel No: (012) 336 8201
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit
- POST 35/58** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 131023/16**
Branch: Infrastructure Management: Central Operation
Div: Civil Engineering
- SALARY** : R353 013 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Free State
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification Engineering Technician experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
- DUTIES** : Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance/refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and

proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.

ENQUIRIES : Mr SM Segalo Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Free State): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/59 : **SURVEY TECHNICIAN PRODUCTION GRADE A – C REF NO: 131023/17**
 Branch: Infrastructure Management: Central Operation
 Div: Maintenance

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma in Survey or Cartography. Three (3) years post-qualification survey experience in technical survey Topographical, Hydrographical, Cadastral, Engineering Surveys for design and construction, Precise Deformation, Aerial and Survey ground control and Control surveys. Compulsory registration with the South African Geomatics Council (SAGC) as a Survey Technician/Surveyor. The disclosure of a valid unexpired driver's license. Knowledge of GPS, echo sounders (Hydrographic system), total stations, and levels. Computer literacy with proven computer skills in respect of operating systems; CAD and Survey calculation packages in particular Model Maker, Surpac, and MS Office, Hypack and Trimble Business Centre. Experience in boat handling and outboard motors will serve as an added advantage.

DUTIES : This post requires a qualified person to perform Topographical, Hydrographical, Deformation, other surveys and ad hoc tasks. Able to take control of survey teams in the field. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide survey reports and final drawings within the prescribed time frame. Good communication skills to communicate with the public, colleagues, and clients.

ENQUIRIES : Mr LI Radebe Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Bloemfontein): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka
NOTE : Candidates may be subjected to a skills and knowledge test.

POST 35/60 : **ARTISAN FOREMAN GRADE A REF NO: 131023/18**
 Branch: Infrastructure Management: Central Operation
 Div: Civil Maintenance

SALARY : R344 811 per annum, (all-inclusive OSD salary package)
CENTRE : Free State: Gariep Dam
REQUIREMENTS : Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Five (5) years post qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal

		and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Supervise technical design and production of civil technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards. Repair civil structures and facilities against specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
<u>ENQUIRIES</u>	:	Mr. SM Segalo Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	Free Strate/Gariep Dam: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.
<u>FOR ATTENTION</u>	:	Ms NSM Maloka
<u>POST 35/61</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 131023/19</u> Branch: Provincial Operation: Mpumalanga Dir: Regulations, Compliance and Monitoring SD: Water Services Regulation
<u>SALARY</u>	:	R310 767 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management / Natural Sciences. Two (2) years' experience in drinking and wastewater environment post obtaining a qualification will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills including MS Office (Word, Excel, PowerPoint). Good presentation and communication skills. Good understanding of the National Water Act 1998, Water Services Act 1997, Environmental legislations such as NEMA and other related legislations. A good understanding of the functioning of water and wastewater treatment works. Willingness to travel extensively.
<u>DUTIES</u>	:	Perform detailed inspections of water and wastewater treatment plants and compilation of inspection reports. Investigation of water quality and wastewater treatment plants and compilation of inspection reports. Investigation of water quality and wastewater quality failures and pollution incidents and compilation of reports. Monitoring of drinking water quality and wastewater effluent quality and issuing of non-compliance letters. Implementation and support of the National Blue and Green Drop Program within water services authorities and monitoring of compliance and progress. Evaluation and providing comments on the environmental impact assessment reports and Environmental Management Plans.
<u>ENQUIRIES</u>	:	Ms KV Mubva Tel No: (013) 759 7435 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag x11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 35/62</u>	:	<u>STATE ACCOUNTANT REF NO: 131023/20</u> Branch: Provincial Operation: Western Cape
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A National Diploma / Bachelor's Degree in Financial Management or relevant 3-year qualification. One (1) year relevant Management Accounting experience. Knowledge and understanding of financial Legislation, policies,

practices, and procedures. Knowledge and understanding of financial prescripts such as DORA. Knowledge of Treasury Regulations and PFMA. Working knowledge of BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client Orientation and Customer Focus. Good communication skills. Accountability and ethical conduct. Good presentation skills.

DUTIES : Assist in the Compilation of Demand Management plan for Budget Holders. Responsible for Budget Capturing and requesting financial reports on BAS. Perform Finance projects For WSIG and RBIG programs in the Region. Drive the budget process (ENE, AENE, MTEF and Rollovers) for the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit Budget reports to the National Office. Compilation of cash flow of earmarked funding. Identification, Correction and Prevention of Misallocations and Misclassifications. Perform BAS, LOGIS and PERSAL reconciliation.

ENQUIRIES APPLICATIONS : Mr E Mahasela Tel No: (021) 941 6091
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 35/63 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 131023/21**
Branch: Water Resource Management
Dir: Resource Quality Information Services
SD: Analytical Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Roodeplaat Dam
: A National Senior Certificate or Grade 12 Certificate (with Mathematics / Mathematics Literacy). Six (6) to Ten (10) years of experience in a laboratory environment. Computer Literacy. Knowledge of OHS. Knowledge of ISO 17025.

DUTIES : Preparation, supply, and coordination of transport for sampling material that is to be sent to various water Monitors. Must be able to do material checks and ensure that routing of material is done on time and that all printing of tags and schedules for each monitor are up to date and correct. Assist in management of client requests for sampling material and its routing. Must be able to create worksheets ensuring that all logged samples are batched as per different analyzing groups. Must be able to log samples on Water Management System (WMS). Must be able to handle problem sample queries and resolving them by doing logs and re-checks on WMS and Laboratory Information Management System (LIMS). Prepare filter papers and fill Lugol and ethanol to glass bottles and will also be expected to pack Petri dishes. The seniority of the post requires the incumbent to lead in stock taking. Assist in Quality Controls that are part of SANAS accreditation standards, thus basic understanding of ISO 17025 is important.

ENQUIRIES APPLICATIONS : Ms V Sigonyela at (081) 316 0338
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. 0001.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 35/64 : **COMMUNITY DEVELOPMENT PRACTITIONER REF NO: 131023/22**
Branch: Provincial Operation: Free State
Dir: Water and Sanitation Support Services
Sector Collaboration and IGR

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Bloemfontein
: A National Diploma or Bachelor's Degree in Social Science / Community Development / Development Studies. The disclosure of a valid unexpired driver's license. Computer proficiency. One (1) to (3) three years' experience in the management of projects and programmes. One (1) to (3) three years'

experience in the public service/ stakeholder management and community development. Good communication skills both (verbal and written). Liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of Water Services Act. Willingness to travel extensively and work long hours.

DUTIES : Support, coordinate and participate in public education programmes. Coordinate the involvement of Water and Sanitation Forums in DWS programmes. Coordinate capacity-building sessions for Water and Sanitation Forums. Investigate community water provision and related water sector complaints. Engage municipalities and update the weekly water and sanitation services monitoring report. Conduct provincial public education programmes. Assist municipalities to establish and coordinating Project Steering Committees for DWS funded projects. Participate and represent the Department at IGR Forums and DDM.

ENQUIRIES APPLICATIONS : Mr MA Mamabolo Tel No: (051) 405 9000
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand delivery at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second Floor.

FOR ATTENTION : Ms L Wymers

POST 35/65 : **WATER CONTROL OFFICER REF NO: 131023/23**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R241 485 per annum (Level 06)
: Mooirivier (Boskop Dam)
: A Senior / Grade 12 Certificate. Appropriate experience within the field of water distribution for the period of at least one (1) to three (3) years as a Water Control Aid will serve as an added advantage. The disclosure of valid unexpired driver's license. Mathematical literacy as a passed subject will serve as an added advantage. Experience in internal water control courses will serve as an added advantage. Knowledge in controlling and managing the water distribution for Government Waterworks. Understanding policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety Act. Disciplinary knowledge in public administration. Knowledge in flood control. Understanding of government legislations, policies, and procedures.

DUTIES : Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply Health and Safety regulations within the Water control division. Assist with evaluation of work performance of subordinates. Conduct routine dam safety inspections and dam management in line with dam safety regulations. Conduct routine mechanical maintenance. Conduct administration functions within the section.

ENQUIRIES APPLICATIONS : Mr TM Rantekane Tel No: (018) 294 9320
: Mooiriver Boskop Dam: Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520.

FOR ATTENTION : Ms. M Maduna

POST 35/66 : **FINANCE CLERK: PRODUCTION REF NO: 131023/24**
Branch: Provincial Operation: Western Cape

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Bellville
: A Senior / Grade 12 certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : Receive invoices, stamp, and Record on Invoice register. Check and Capture transactions on PERSAL. Check and capture Sundry Payments, receipts, and Journals on BAS. Request reports on PERSAL and BAS. Monitor outstanding S&T advances. Be responsible for Cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of Salary and supplementary Payslips to Officials, Update Registers, compile sundry payments for big creditors, Batch control. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

ENQUIRIES APPLICATIONS : Ms S Kapela Tel No: (021) 941 6318
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 35/67 : **SECURITY OFFICER REF NO: 131023/25**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Vaal Dam Pump Station
: A Senior / Grade 12 certificate, Grade C security certificate. National Key Point (NKP) training. The disclosure of a valid unexpired driver's license. One (1) to three (3) years' experience in the security industry. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Health and Safety. Sound knowledge, interpretation, and application of security code of conduct, security legislations and directives. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Able to work under pressure.

DUTIES : Perform NKP access control functions. Ensure security/safety in the building and the premises. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure all incidents are recorded in the occurrence books /registers. Operate control room security equipment. Arrest transgressors at the National Key Point.

ENQUIRIES APPLICATIONS : Mr. C Mokone Tel No: (016) 371 3034
: Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

POST 35/68 : **GENERAL FOREMAN (CIVIL) REF NO: 131023/26**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Free State (Gariiep Dam): Orange Fish Tunnel
: Grade 8. One (1) to Two (02) years' experience. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : General maintenance and repairs in bulk water infrastructures and construction environments. Basic repairs to damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspections and general maintenance of grounds and equipment. Supervise cleaning of buildings and structures including tunnels. Supervise subordinates

on a regular basis. Keep water measurement structures and surroundings clean, and report defects. Ensure equipment and grounds are in good condition. Keep records and job cards of maintenance work.

ENQUIRIES APPLICATIONS : Mr SM Segalo Tel No: (051) 405 9000
Free State (Gariep Dam): Orange Fish Tunnel: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein,9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/69 : **DRIVER REF NO: 131023/27**
Branch: Water Resource Management
Dir: Resource Quality Information Services

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
Roodeplaat Dam
A Grade 10 certificate or equivalent qualification. Code 10 driver's license with two (2) to three (3) years' experience in driver / messenger services. Knowledge of organisational policies and procedures. Basic knowledge of government regulations, practice notes, circulars, and policy frameworks. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of process flow. Communication and writing skills needed as well as ability to work in a team.

DUTIES : Responsible for transporting of personnel. The delivery and collection of documents and passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles.

ENQUIRIES APPLICATIONS : Ms G Gafane Tel No: (012) 808 9500 / 060 571 3362
Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION NOTE : Planning, Recruitment & Selection Unit
The successful candidate will be subjected to a driving test.

POST 35/70 : **SECURITY OFFICER REF NO: 131023/28**
Branch: Corporate Support Service
Dir: Security Management

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
Pretoria Head Office
A Senior / Grade 12 certificate. PSIRA Grade C certificate as compliance to Private security regulatory authority. Two (2) to three (3) years' experience in the field of Security industry. Knowledge of access control (control of access to public premises and vehicle Act), movement of equipment or assets and stores. Knowledge of prescribed security procedures e.g., MISS, MPSS, Protection of information Act and Security related legislations/ regulations. Knowledge of emergency procedures.

DUTIES : Perform access control functions by controlling access and egress and determining whether visitors have appointments or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the access control register is controlled, and issue control documents/cards as required. Escort visitors to the relevant employees/venues where required. Operate X-Ray machines in performance of access control to detect unauthorized and dangerous equipment e.g., firearms and dangerous objects) where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Perform proper lockups for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Ensure safety in the building and the premises through undertaking building and the

premises patrol to identify and check that doors are locked and unlocked as required, water leaks and taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals. Lights, on and off as required, suspicious objects and packages. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert emergency services department management. Monitor and respond to the alarm system. Ensure that equipment/assets and documents do not leave or enter the building or premises unauthorized. Records should be in place by completing or ensuring that registers. to control the movement of the equipment, stores and documents are completed. Ensure that no equipment/assets and documents of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing or stolen equipment and assets. Handle documents and point of entry according to classification and the prescripts. Ensure that all incidents are recorded in the occurrence book/register by handling incident reports according to classification and prescript. Operate control from room security equipment through monitoring of all movements e.g. Events and activities within the department's premises using CCTV equipment. Ensure that security systems are in good working condition. Immediately report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedure to improve office security. The successful candidate would be required to work shifts night shifts including weekends and public holidays.

ENQUIRIES
APPLICATIONS

- : Mr. M Buys Tel No: (012) 336 8321
- : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- : Planning, Recruitment and Selection unit

FOR ATTENTION

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lilian Ngoyi, Street, Fedsure Forum Building, 1st floor, Pretoria CBD.
- FOR ATTENTION** : Mr Amukelani Misunwa at 083 406 1486
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If “yes”, details thereof must be attached to the application. It is acceptable for an applicant to indicate “not applicable” or leave blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?” Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae. The 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. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants’ personal information and will only collect, use, and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of this post, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POST

- POST 35/71** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/029/2023**
- SALARY** : R424 104 per annum (Level 09), basic salary, plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/ National Diploma in Strategic Management or equivalent NQF 6 qualification. Minimum of 4 years’ operational experience of which 2 years’ must be at supervisory level. Proven experience in Public Service

administration; Office Administration in executive level; Strategy Management support. Knowledge: departmental policies and applicable protocols and departmental governance framework and mandate; Administrative computer package; MISS and Public service prescripts on office and information. Skills: effective written and verbal communication, basic numeracy, computer literacy, particularly in MS Office suite and intranet, interpersonal relations, Excellent Planning and Organisation skills. Personal attributes: ethical behaviour, ability to work under pressure, emotional intelligence, ability to maintain confidentiality of information, Honesty and integrity, passion and achievement driven, respect for copyrights/aversion to plagiarism.

DUTIES

: Provide support on the development of the departmental strategy and Annual Performance plans– Provide support on the arrangements for the convening of Department strategic planning sessions; Consolidate inputs from programs for the development of the departmental strategic plan; Provide support on the development of the draft strategic plan; Co-ordinate sessions with programmes for the development and review of Annual Performance Plans; and Initiate the procurement process for the printing of the final Departmental Strategic Plan and Annual Performance Plans. Provide support on the development of the departmental operational plan. Consolidation of the branches' operational plans onto the departmental plan; Quality assurance of the departmental operational plan; Analysis on the alignment of the departmental operational with strategic plan and annual performance plan; Coordinate and facilitate approval of the departmental operational plan. Provide support on the reporting process of programmes- Support programmes on quarterly reporting process; Consolidate quarterly reports from programmes; Provide support on the analysis of quarterly reports from programmes; Support the Directorate Strategic Planning and Reporting on the development of the overall departmental performance report. Provide administrative support to the Chief Directorate- Provide document management service to the Directorate; Compile draft submissions and other correspondences for in the Directorate; Co-ordinate the submission of departmental performance reports to the National Treasury and other entities.

ENQUIRIES

: Ms Ntombifuthi Mahlobo at 060 978 1770

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

APPLICATIONS : directed to the addresses as indicated below or Hand Delivery as indicated below:
Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

CLOSING DATE : 13 October 2023

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 35/72 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: ECHEALTH/SM-MS/FTH/ARP/01/09/2023**

SALARY : R1 653 234 - R2 000 927 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

DUTIES : Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Frere Tertiary Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 35/73 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: ECHEALTH/DMP/MTD/ARP/01/09/2023**

SALARY : R930 747 - R1 045 731 per annum, an all-inclusive package, (OSD)
CENTRE : OR Tambo, Mthatha Pharmaceutical Depot
REQUIREMENTS : B. Pharm or equivalent qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. 3 years of appropriate experience as a pharmacist supervisor/ assistant manager (or performing the functions) in the pharmaceutical environment. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem solving and project management experience, monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. In-depth knowledge and experience in supervision of Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act, Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot. 101.

DUTIES : To perform the duties of a warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost effective pharmaceutical service. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, implement the Performance Management and Development system. Compiling reports for submission to warehouse management on a monthly and quarterly basis.

ENQUIRIES : Mr M Diko Tel No: (047) 532 5536

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

APPLICATIONS : All applications should be submitted online at: jobs.gauteng.gov.za.
CLOSING DATE : 13 October 2023
NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full, and page 2 duly signed. A clear indication of the post and reference number that is being applied must be indicated on your Z83. Applications should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details). Applicants are not required to submit copies of certificates; only shortlisted candidates will be required to submit copies of certificates. Failure to submit the above information will result in the application not being considered and deemed a regret. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the below-mentioned post.

OTHER POSTS

POST 35/74 : **DEPUTY DIRECTOR: TECHNICAL ARCHITECT REF NO: REFS /017417**
 Branch: Information Communication Technology

SALARY CENTRE REQUIREMENTS : R811 560 per annum, (all-inclusive salary package)
 : Johannesburg
 : Matric certificate plus Degree or BTech in Computer Science, Computer Engineering, Systems Analysis or related discipline. 5 years' work experience in IT, with a minimum of two years in domain architecture design (Networks, platforms, applications, security, middleware, etc) 3 years of which must be at an ASD level. In-depth experience designing, documenting and implementing information solutions. Experience in any EA Modelling Tool will be an advantage. Some experience in a volume driven processing centre environment, fully certified on TOGAF 9 or above, foundational certification in ITIL V3 (or above) and COBIT 5 will be an added advantage.

DUTIES : Develop technology architecture including setting of technology product standards. Provide IT best practices, research, advice, and recommendation as well as input into business cases. Develop, map and maintain architecture models to meet business requirements. Engage in business analysis, information acquisition analysis and design, data access analysis and design, archive and recovery strategy, security, and change management. Liaise and communicate with various departments to define and design technical architecture that meets their strategic objectives. Undertake all ICT infrastructure planning and development of blueprints and the master system plan (MSP). Oversee and facilitate the evaluation and selection of hardware and software technology and product standards. Consult on application or infrastructure development projects to fit systems or infrastructure to the technical architecture and identify when it is necessary to modify the technical architecture to accommodate project needs.

ENQUIRIES : Mr. Themba Psungu Tel No: (011) 689 6980

POST 35/75 : **DEPUTY DIRECTOR: WEB MASTER REF NO: REFS/016119**
Branch: Information Communication Technology

SALARY : R811 560 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/ Degree in Information Technology. SharePoint Administrator Certification. 3 – 5 years of experience in website development. Creative flair with experience in graphic design a recommendation. 3 years' experience in Azure and SharePoint environment. 2 years' experience in Applications Insights. 2 years in experience in Power Apps and Dynamics 365.

DUTIES : Development of websites and web applications using .net framework, MS SharePoint, Power apps, Power automate and Dynamics 365. This includes the analysis, designs, development, implementation, testing, maintenance, administration and supporting of various applications. Manage all websites and applications to ensure that they are operational and comply with the agreed service levels. Configure Azure AD single sign-in for mobile apps and web applications. Provide support and administration to the user base, resolving issues as and when required. Monitor and manage SharePoint APIs. Configure and monitor mobile apps, portals, web applications, and websites by analysing and reporting on the usage thereof using tools such as Google Analytics and Applications Insights. Updating website content and reviewing SEO. Coordinate with designers, content providers, and management or business owners. Implementing and ensuring website security and data protection. Maintain and manage application servers where Business Apps and websites are hosted. Perform server-side administrative tasks on applications. Monitor and ensure application server uptime and connections to relevant databases and related systems including Active Directory and Exchange where applicable. Provide support and administration to the user base, resolving issues as and when required. Manage Azure Environment and DevOps to ensure that there are no bridges during the development and publishing of the Applications and Websites.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 35/76 : **DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF NO: REFS/016702**
Directorate: Strategic Management

SALARY : R811 560 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a minimum of NQF level 6 qualification in Project Management / Business Management/ business administration. A post-graduate degree will be an added advantage. A minimum of 3 - 5 years' experience in the fields of project and/or programme management, at least 2 years of experience at a supervisory level in project management.

DUTIES : To provide a custodian function of project and programme management quality in the Department. Set up Sub- PMO's at the various GPG Departments. Facilitating project management training for the Department and all Sub-PMO's. Provides project and programme quality management. Manages PM and PGM user groups. Develop and implement schedule for Roll-out of establishment of Sub- PMO's at the Department. Develop a costing schedule to assist the Director in securing funding for the establishment of Sub- PMO's. Manage the establishment of the Sub- PMO's within the designated timeframes and costs. Identifies project management training requirements for the Department and sub-PMO's. Ensures the provision of appropriate PM training for the Department and sub-PMO. Evaluates the PM training and ensures enhancements. Develops and establishes an agreed project and programme management methodology for all projects in the Gauteng Provincial Government. Development and Implementation of appropriate policies, procedures, and guidelines to support the project and programme management methodology. Ensures the project and programme management methodology and process comply with ISO requirements. Supports the implementation of the Gauteng Provincial Government PM and PGM methodologies, processes, policies, procedures, and guidelines in all Chief Directorates and sub-PMO's. Establishes the quality management process to review and ensure compliance of the Department's PM and PGM. Implement

best practice project management methodologies across all projects. Identifies the requirements for PM and PGM user groups in Gauteng Provincial Government. Establishes and co-ordinates these user groups for monthly meetings to support the quality of PM and PGM in Gauteng Provincial Government. Develops Terms of Reference for the PM and PGM user groups. Manages the Assistant Directors of the PM unit. Conducts a training needs analysis for the staff. Ensures that all staff attend relevant training & development courses. Assess the outcome and impact of all training. Oversees all work conducted by staff. Identifies staff shortages and develops action plan. Manages and oversees staff workload. Sets and recommends budget levels for the PM unit. Monitors budget levels. Authorizes expenditure in the unit.

ENQUIRIES

:

Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 35/77

:

DEPUTY DIRECTOR: ANTI - VIRUS ADMINISTRATOR REF NO: REFS/016440

Branch: Information Communication Technology

SALARY CENTRE REQUIREMENTS

:

R811 560 per annum, (all-inclusive salary package)
Johannesburg

Matric certificate plus 3-year IT National Diploma or Degree in the IT Field. MCSE with MCP in Systems Configurations Management Server (SCCM) and networking with TCP/IP will be an added advantage. Experience: 5 Years of Antivirus and server experience. Technical ICT Skills and troubleshooting skills. Some experience in a volume-driven processing center environment will be an advantage.

DUTIES

:

Manage, support and implement an anti-virus plan for the e-Gov and GPG departments including setting anti-virus standards throughout GPG. Develop anti-virus standards. Provide anti-virus best practices. Research, advise and make recommendations on latest technologies. Provide anti-virus inputs in projects. Manage, evaluate and ensure that the security concerns for the organisation are addressed.

ENQUIRIES

:

Ms. Duckett Mawila Tel No: (011) 689 4799

POST 35/78

:

ASSISTANT DIRECTOR: EHWP REF NO: REFS/016333

Branch: Corporate Management

SALARY CENTRE REQUIREMENTS

:

R424 104 per annum, (plus benefits)
Johannesburg

National Diploma in Social Science majoring in Psychology or Social Work. Minimum of 3 years' experience in the Employee Health & Wellness field. Computer Literacy. Knowledge of Human Resource policies.

DUTIES

:

Manage and resolve sensitive and complex issues. Ensure sound EHWP practices. Ensure the implementation of the pillars of EHWP. Make sure that troubled employees are identified and referred to EHWP for professional assistance. Ensuring continued promotion and awareness of the Employee Wellness within the Department. Referring employees to external service providers for individual group intervention. Designing and implementing Internal EHWP policies that are in line with Provincial/National policy guidelines. Building solid partnerships with external stakeholders. Containing trauma incidents or situations and refer affected employees for further assistance. Ensuring that sick employees are accommodated at the sick bay. Calling ambulances or first aiders when emergencies arise. Submission of written reports on the progress and activities of the Employee wellness Programme. Coordinate the training of supervisors and managers in the identification, management, and referral of employees. Design business/operational plans for the EHWP unit. Organize Employee Health & Wellness days where Gems is invited to do health screening including HCT for all employees and give health talks. Interpret the utilization statistics and design and implement appropriate proactive intervention. Organize Employee Health & Wellness in the workplace. Circulate information on HIV/AIDS. Coordinate Peer Education Programme. Organize events such as World Aids Day. Ensure that OHS specialists conduct inspection, health, and evacuations drills. Provide statistics regarding safety inspections, health, and safety incidents. Provide advice to management and staff on current and proposed OHS Legislative and practice requirements. Ensure that e-Gov is compliant with legislative and regulatory requirements. Organize and facilitate marketing operations to attract more staff members to join the gym. Manage physical

		wellness and monitor effective functioning of the gym facilities/equipment. Dealing with enquiries, complaints, and emergencies.
<u>ENQUIRIES</u>	:	Ms. Julena Gxoyiya Tel No: (011) 689 6202
<u>POST 35/79</u>	:	<u>ASSISTANT DIRECTOR: PAYROLL SERVICES REF NO: REFS/016285 (X2 POSTS)</u>
		Directorate: Payroll Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum, (plus benefits)
	:	Johannesburg
	:	Matric certificate plus a minimum of 3 years National Diploma/Degree in Finance or Human Resource Management. A minimum of 2-3 years' experience in PERSAL within Payroll or Human Resource Management environment at supervisory level. Knowledge of transversal systems (PERSAL, BAS and SAP) is a necessity.
<u>DUTIES</u>	:	To approve/authorise amendments, processed by the salary administration clerks/Practitioners to employees' salary and payroll. Salary amendment authorization. Authorise instating of in-service debts. Bank details amendment authorization. Query handling. Manage, guide and lead team. Schedule work and balance workloads amongst team. Identify and implement continuous improvement opportunities. Quality control. Ensure that payments are done with correct allocations. Monitor the progress of Practitioner and make necessary recommendation for Performance appraisal. Reporting on weekly basis to the responsible Deputy Director and checking of exception reports(monthly).
<u>ENQUIRIES</u>	:	Nonhlanhla Mabuza Tel No: (011) 689 8511
<u>POST 35/80</u>	:	<u>SENIOR ADMIN OFFICER: INFORMATION SECURITY TRAINEE REF NO: REFS/016726</u>
		Branch: Information Communication Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum, (plus benefits)
	:	Johannesburg
	:	Grade 12 plus a National Diploma/ Degree in Information Technology. 1-2 years' experience in IT security, preferably in the security operations environment, experience with Vulnerability management tools, Microsoft security products, other security tools. Cyber Security experience combined with security certificate (S+) and related Industry Certificate will be advantageous.
<u>DUTIES</u>	:	Involved in the implementation of new security solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines and procedures conducting vulnerability audits and assessments. Ensure networks are free of breaches. Conduct Information Security user - awareness and training programs. To train computer users on network and information security procedures. Keeping up to date with current hacking tools / techniques and malware plus protecting against them. Keeping abreast of emerging security threats and alerts across the industry. Acting on IT Security bulletins from both vendors and security organisations. Support the creation of security related management reports. The management and tracking of remediation activity for any vulnerabilities. Perform a variety of limited technical tasks designed to familiarise the official with regulatory guidelines, terminology, procedures and techniques of Information Security.
<u>ENQUIRIES</u>	:	Ms. Portia Makotwane Tel No: (011) 689 8898
<u>POST 35/81</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/016473</u>
		Branch: Human Resource Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum, (plus benefits)
	:	Johannesburg
	:	Matric Certificate plus National Diploma/Degree in Human Resource. 2-3 years' experience in the Human Resource field. MMS/SMS dispensation experience. Knowledge of the Transversal system and PERSAL. Exposure in the Public Sector environment. Excellent writing and communication skills.
<u>DUTIES</u>	:	Processing of appointment for MMS/SMS mandates from GPG Department. Provide assistance to new employees to structure their packages and restructuring packages of all employees in the GPG Departments.

- ENQUIRIES** : Ms. Portia Makotwane Tel No: (011) 689 8898
- POST 35/82** : **SENIOR LOGISTICS PRACTITIONER REF NO: REFS/016302**
Directorate: Building & Facilities-Support Services
- SALARY** : R241 485 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus Diploma in Logistics. 2 years' experience in Logistics.
- DUTIES** : Providing operational logistical support and managing the overall logistic processes. Provide general assistance, oversee housekeeping and provide Technical Support.
- ENQUIRIES** : Nonhlanhla Mabuza Tel No: (011) 689 8511

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the following positions (**For Charlotte Maxexe Johannesburg Academic Hospital**) Medical Registrar with Ref No: MR/PSYCH/01/CMJAH/2023 and Medical Officer with Ref No: MO/PSYCH/01/CMJAH/2023) as advertised Public Service Vacancy Circular 33 dated 15 September 2023 with the closing date of 02 October 2023 are hereby withdrawn.

OTHER POSTS

- POST 35/83** : **HEAD OF CLINICAL UNIT/SNR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR REF NO: TEMBI/2023/HOU/INT MED/02**
Directorate: Medical (Internal Medicine)
- SALARY** : R1 887 363 – R2 001 927 per annum, (inclusive package)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : A minimum of 3 years appropriate experience as a Medical Specialist in a normal speciality in Internal medicine and registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Current annual registration as a medical specialist in Internal medicine. Certificate of service for period of employment as a medical specialist. Knowledge, skills and competencies. Proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills, appropriate experience in clinical care, teaching, research and supervision of under- and postgraduate students. Financial and human management skills, conflict resolution and problem-solving skills will be an added advantage.
- DUTIES** : The post is a joint appointment between Tembisa Hospital and the School of Medicine of the University of Pretoria and will be considered for academic promotion where applicable. Management: overall supervision and management of the Internal medicine discipline in the hospital. Clinical Service Delivery: Clinical management of both in-patients and out-patients. Ensuring availability of protocols and standard operating procedures for the management of common medical conditions. Administration: Perform administrative tasks related to patient management and staff training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes and for the hospital information system. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liaise with other departments and with other hospitals where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Training and supervision of medical interns, medical students, and other categories of health care workers. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Quality Assurance: ensure quality assurance programs related to improving clinical outcomes and preventing and managing risks are in place.
- ENQUIRIES** : Dr. S.P. Mbeleki Tel No: (011) 923 2053
- APPLICATIONS** : Applications to be emailed to **TembisaHR1.HR@gauteng.gov.za** OR Hand deliver at Tembisa P.T. Hospital (Human Resource Department).

- NOTE** : 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. Applications must be submitted with a New Z83 form accompanied by a comprehensive CV. Only shortlisted candidates will be required to submit the supporting documents on/or before the interview date. Applicants must indicate the post reference on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of the recommended candidates will be verified prior appointment. Persons in possession of a foreign qualification in an event they are recommended for appointment, will be required furnish the department with an evaluation certificate from South African Qualifications Authority (SAQA). Successful candidate/s will be subjected to security screening and vetting process. Applications received after closing date will not be considered. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 13 October 2023
- POST 35/84** : **HEAD OF CLINICAL UNIT: RADIOLOGY REF NO: TEMBI/2023/HOU/RAD/03**
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R1 887 363 – R2 001 927 per annum, (inclusive package)
: Tembisa Provincial Tertiary Hospital
: Bachelor of Medicine and Bachelor of Surgery plus MMed (Rad D) or FC Rad Diagnostics (SA). Registration with the HPCSA as a Medical Specialist in Radiology with minimum of 5 years appropriate experience as a Medical Specialist in Radiology. Extensive and appropriate experience in all aspects of Radiology- clinical care, teaching and research. Certificates of service for all periods of employment. Knowledge, skills and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.
- DUTIES** : Overall supervision and management of the Radiology discipline in the Hospital. Clinical and Imaging management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to the protocols and guidelines. Improving quality of services, safeguarding high standards of care and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streamlining of referrals within the cluster. Be a key role player in the extension of the academic platform at Tembisa Provincial Tertiary Hospital. Contribute to the functional transition of the unit from largely providing primary and secondary services to an increased proportion of tertiary services. Conduct or plan for operational (informal) research which will inform the planning of services to be responsive to the health needs of the community. Assist in the identification of areas for formal research to ensure that all research conducted by external stakeholders will be beneficial to the institution and the community at large. Deliver the quality of diagnostic radiology expected in a Tertiary hospital. Supervise and advise medical officers and radiographers, Manage own PMDS and that of subordinates. Evaluate patient's medical history to ensure that radiologic studies will not cause unnecessary harm to the patients. Communicate radiological tests and their diagnosis to patient's physician through written report or verbally.
- ENQUIRIES APPLICATIONS** : Dr. T.N. SocikwaTel No: (011) 923 2053
: applications to be emailed to **TembisaHR4.HRM@gauteng.gov.za** OR Hand deliver at Tembisa P.T. Hospital (Human Resource Department).
- NOTE** : 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. Applications must be submitted with a New Z83 form accompanied by a comprehensive CV. Only shortlisted candidates will be required to submit the supporting documents on/or before the interview date. Applicants must indicate the post reference on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of the recommended candidates will be verified prior appointment. Persons in possession of a foreign qualification in an event they are recommended for appointment, will be required furnish the department with an evaluation certificate from South African Qualifications Authority (SAQA).

Successful candidate/s will be subjected to security screening and vetting process. Applications received after closing date will not be considered. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

- CLOSING DATE** : 13 October 2023
- POST 35/85** : **MEDICAL SPECIALIST (ANAESTHETIC) REF NO: REFS/019040 (X1 POST)**
Directorate: Clinical
(Re-Advertisement)
- SALARY** : Grade 1: R1 214 805 per annum
CENTRE : Sebokeng Hospital
REQUIREMENTS : A degree (MBCHB) FCS(SA) or equivalent, Registration with HPCSA as a Medical Specialist in Anaesthetic.
- DUTIES** : Management of designated areas of responsibility within the Anaesthetic department at Sebokeng Hospital, conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and wards/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in postgraduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES** : Dr.Mbara Tel No: (016) 930 3301
APPLICATIONS : should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 13 October 2023
- POST 35/86** : **MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: REFS/019041 (X1 POST)**
Directorate: Clinical
(Re-Advertisement)
- SALARY** : Grade 1: R1 214 805 per annum
CENTRE : Sebokeng Hospital
REQUIREMENTS : A degree FC Psych; MMed. Registration with HPCSA as a Psychiatrist.
DUTIES : An in-depth knowledge of the functioning of Psychiatry department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience of junior staff (nurses, medical students and interns, medical officers and registrars). Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision-making skills. Management of designated areas of responsibility within the Psychiatric Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for

	:	patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical psychiatric services in the hospital. Providing consultative support services to peripheral institutions as part of the department's outreach program.
<u>ENQUIRIES</u>	:	Dr. Msibi NA Tel No: (016) 930 3000
<u>APPLICATIONS</u>	:	should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/87</u>	:	<u>MEDICAL SPECIALIST (OPHTHALMOLOGY) REF NO: REFS/019039 (X1 POST)</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	A degree in Ophthalmology; MMed. Registration with HPCSA as an Ophthalmology.
<u>DUTIES</u>	:	An in-depth knowledge of the functioning of Ophthalmology department. Ability to perform appropriate specialized procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience of junior staff (nurses, medical students and interns, medical officers and registrars). Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision-making skills. Management of designated areas of responsibility within the Ophthalmology Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Ophthalmology services in the hospital. Providing consultative support services to peripheral institutions as part of the department's outreach program.
<u>ENQUIRIES</u>	:	Dr. Mofokeng SM Tel No: (016) 930 3000
<u>APPLICATIONS</u>	:	should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date

please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 13 October 2023
- POST 35/88** : **DEPUTY MANAGER: PRIMARY HEALTH CARE REF NO: DMPHC/09/2023**
Directorate: Johannesburg Metropolitan Health District
- SALARY CENTRE REQUIREMENTS** : R930 747 per annum
: Sub District ABCEF
: Basic qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC], Post basic qualification {will be an added advantage}. Current registration with the SANC. A minimum of 09 years appropriate/recognizable Nursing experience after registration SANC in General Nursing. Must have worked as Assistant Manager Nursing in Management capacity in the public health field at least four (04)years Recognized Experience. Other Skills/Requirements: Administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management, more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess Valid driver's license. NB: A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.
- DUTIES** : The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPA's): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the legislative, regulation and policies frameworks. the key results areas (KPA's): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.
- ENQUIRIES APPLICATIONS** : Ms L. Matlala Tel No: (011) 694 3708, (Monday to Friday: from 08h00 to 16h00)
: applications must be submitted only through this email: JhbHealth.DistrictJobApplications@gauteng.gov.za. Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body before or day of interview. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.

- CLOSING DATE** : 13 October 2023
- POST 35/89** : **DEPUTY MANAGER NURSING REF NO: REFS/019051**
Directorate: Nursing
- SALARY** : R930 747 – R1 045 731 per annum, (all-inclusive package)
- CENTRE** : Leratong Regional Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Degree and post graduate qualification in Administration, Education and Management will be an added advantage. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate experience at Assistant Manager level or above. Computer literacy and Driver's licence essential. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate when shortlisted. Applicants must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Understanding of Performance Management and Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient's Rights Charter, and Quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations, and research skills. Understanding of hospital indicators.
- DUTIES** : Provide guidance and leadership towards the realization of Nursing strategic plan, Strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through the proper management of nursing care programs. Advocate and ensure the promotion of nursing ethics and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures, and standards pertaining to nursing care. Manage the human resources efficiently and effectively to attain the departmental goals and objectives Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to the CEO and institution. Implement Batho Pele Principles, Patient's Rights Charter, and Quality Assurance programme. Coordinate nursing related research and development. Support management in enhancing the image of the nursing department and improve the skills and competencies of the nurses. Enhance and manage the performance management and development of nurses Involvement in the hospital's quality assurance and quality improvement activities. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Knowledge of monitoring and evaluation or health care indicators for improved outcomes.
- ENQUIRIES** : Dr D P Moloi (CEO) Tel No: (011) 411 3531
- APPLICATIONS** : should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed, or

NOTE

emailed applications will be accepted. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

Applications should be accompanied by a fully completed and signed new Z83 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). Application 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 (SAQA). All foreign qualifications 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, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (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 disabilities are encouraged to apply.

CLOSING DATE

13 October 2023

POST 35/90

MEDICAL OFFICER (OPHTHALMOLOGY) REF NO: REFS/019038 (X1 POST)

Directorate: Clinical

SALARY CENTRE REQUIREMENTS

Grade 1: R906 540 per annum

Sebokeng Hospital

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner (Basic Medical Degree (MBBCh) or equivalent). FCP Part 1 and ACLS will be an added advantage. No experience required. Post Community Service.

DUTIES

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico Legal Documents timeously (e.g., death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to Ideal Hospital (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multi-disciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering after hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES APPLICATIONS

Dr. Mofokeng SM Tel No: (016) 930 3304

should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE

Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with

- disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 13 October 2023
- POST 35/91** : **REGISTRAR REF NO: HRM 13/23**
Directorate: Clinical
- SALARY** : Grade 1: R906 540 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Appropriate qualification which allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as independent Medical Practitioner. Post Qualification, at least 6 months of clinical psychiatry experience on the Gauteng health facilities affiliated to the University of Witwatersrand (WITS) academic platform. Recommended: Additional qualification i.e., Part 1 of the FCPsych (SA) and/or the Diploma in Mental Health will serve as an additional advantage.
- DUTIES** : Clinical assessment of psychiatric patients, formular, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping and preparation of referrals letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in wards / departmental administrative duties. Commitment to high level of care, ethics, professionalism, and punctuality. Work responsibly within a multi-disciplinary team and reporting of all conflicts of interest and corruption. Participants in outreach, academic and research programs at any of the Gauteng health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Academically. Attend the psychiatry teaching programme as per the department of Psychiatry at Wits University, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and undergraduate students as well as medical interns.
- ENQUIRIES** : Dr Mvuyiso Talatala Tel No: (011) 933 8494
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance or Email to: Boitshoko.Khutsoane@gauteng.gov.za , Mandisa.Chirwa@wits.ac.za , Tiyani.Mathebula@gauteng.gov.za.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za) accompanied by a detailed CV with at least two contactable references (obtainable from any public Department or on www.dpsa.gov.za/documents). The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not to be considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor identity verification, qualifications verification, criminal record checks, credit/finance stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/test for non-SMS position during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 13 October 2023, Time: 12H00
- POST 35/92** : **MEDICAL OFFICER GRADE 1 REF NO: ODI/19/09/2023/01**
- SALARY** : R906 540 – R975 738 per annum, (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. Grade1 officer: from 0 to 5 years appropriate experience as a medical officer.

Experience as a Medical Officer post community service. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, Obstetrics, HAST, and emergency unit and use of current national clinical protocols. Required clinical skills includes Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, teamwork, and good medical record keeping.

DUTIES : Patient care, attendance of relevant of administrative meetings like mortality and mobility meetings and completion of MEDICO legal documents timeously (e.g., Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigations by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Expected to do: Commuted Overtime duties rendered after hours (night, weekend, and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr RT Motsepe Tel No: (012) 725 2436
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190.

NOTE : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.

CLOSING DATE : 13 October 2023

POST 35/93 : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO:11/2023 TRH**
Directorate: Clinical Support & Therapeutic Services

SALARY : R790 077 per annum, (all-inclusive package)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Master's degree in Clinical Psychology, registration with HPCSA as an independent practitioner. The candidate should have the ability to work with the clinical team using patient centred, goal orientated and interdisciplinary approach. Experience and interest in rehabilitation of persons with disabilities will be an added advantage. The candidate must be willing to participate in various hospital committees to assist the institution to achieve its objective (e.g. Quality Assurance etc), participate in health awareness campaigns and staff in-service training. Computer literacy, innovative, good interpersonal, communication and problem-solving skills. Ability to take initiative, work independently, accurately and diligently.

DUTIES : To conduct and complete diagnostic assessments and treatment of patients. To provide quality and sustainable psychological services according to the standards outlined by the HPCSA. Implement psychology care management activities according to a clinical psychologist's scope of practice and act upon breaches of law relating to practice standards and professional code of conduct. Good understanding and knowledge of ethical practice within the profession in order to guide the clinical team. Implement a comprehensive plan for the promotion of mental healthcare services, treatment and rehabilitation of patients. Administer treatment plans in accordance with prescribed norms and standard guidelines and treat accordingly. To participate in the development of the clinical psychology department and profession. To extend psychological support to patient's caregivers where applicable. Reporting and communicating on the continuity of care to interdisciplinary team and make appropriate referrals when necessary. Provide mentorship and guidance to allocated students. Adhere to record keeping standards and keep accurate statistics. Develop own skills and knowledge by participating in in-service training program and attend relevant course/ workshops. Adherence to all prescribed Acts/Policies (e.g. Basic conditions of employment Act, National Health Act, Code of Conduct, PMDS etc. and any directive on clinician governance.

ENQUIRIES : Ms M Sikhonde Tel No: (012) 354 6030

- APPLICATIONS** : Applications to: Tshwane Rehabilitation Hospital, P.O Box 29160, Sunnyside,0132 or hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 13 October 2023
- POST 35/94** : **CLINICAL PSYCHOLOGIST REF NO: TDHS/A/2023/82 (X1 POST)**
Directorate: Mental Health
- SALARY** : R790 077 – R1 249 254 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Appropriate qualifications that allow for registration with the HPCSA in the category Clinical Psychologist (Independent Practice). At least one year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa. Current registration with the HPCSA as Clinical Psychologist (Independent Practice). Applicant must be in possession of a valid South African driver's license (Only when shortlisted). Other Skills: Generic knowledge, including relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards, knowledge of the health system and surrounding public/private systems, including referral networks, and relevant local resources. Profession-specific knowledge, including current psychometrics, psychopathology, psychotherapy, neuropsychology, psychopharmacology, developmental psychology, health psychology, community psychology, research methodology and statistics, and professional practice. Generic skills, including language proficiency, problem solving, self-organization: planning, time management and ability to work independently, workplace relations, ability to work in a team, information utilization, listening skills, effective communication, conflict management, computer literacy, and presentation and training skills. Profession specific skills, including: clinical interviewing skills, psychometric administration and interpretation skills, general formulation skills, diagnostic skills, psychological intervention skills, report writing skills, networking skills, and research skills. Interest and experience in community mental health will be an added advantage.
- DUTIES** : To provide psychological services within the district health system context: Ambulatory preventive, curative, rehabilitative and palliative psychological care to people with suitably severe mental illness who are beyond the scope of practice of PHC; and providing support and training for primary health care teams in the management of mental health conditions. Psychological case formulation, which may include mental status examinations and mental health diagnoses. Conduct psychological assessments related to appropriate referral questions. Provide appropriate, evidence-based psychological intervention(s) related to case conceptualization(s). (Community-level) Health promotion and prevention activities. Collaborate with and provide support and training for PHC, CCPT and other teams. Record keeping, schedule management, completion of statistics, clinical and periodic reports, as well as other related administrative duties.
- ENQUIRIES** : Mr Jacques L Labuschagne at 071 606 1934
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 13 October 2023
- POST 35/95** : **PHARMACIST GRADE 1-3 REF NO: TDHS/A/2023/83**
Directorate: Pharmaceutical Services
- SALARY CENTRE** : R768 489 - R990 066 per annum, plus service benefits
Tshwane District Health Services (Eersterust Community Healthcare Centre (CHC))
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy council (SAPC), i.e., Pharmacy bachelor's degree / Equivalent that allows registration with SAPC as a Pharmacist. Current registration with SAPC. In depth knowledge of the National Drug Policy and legislation pertinent to pharmacy (Essential Medicines List and standard treatment guidelines), PMFA and government regulations, policies and Acts. Knowledge of HR, Finance and Supply Chain. Computer literacy. Appropriate theoretical and clinical knowledge. Conflict and disciplinary management, sound organization, planning and decision-making abilities. Must be able to register as the responsible pharmacist at Eersterust CHC. Other Skills: Own discipline, knowledge of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.
- DUTIES** : The general duties and responsibilities of the responsible pharmacist (as prescribed by legislation) for the Eersterust CHC Pharmacy. Overall management of pharmaceutical services, staff and medicines at the Eersterust CHC Pharmacy. Ensure proper selection and procurement of medicines for Eersterust CHC Pharmacy. Establish policy and procedures for the employees in the pharmacy with regards to the acts performed and services provided in the pharmacy. To promote rational and economic prescribing and optimal use of medicines. Ensure safe and effective storage and keeping of medicines or scheduled substances in the pharmacy under his/her direct personal supervision. Ensure the correct and effective record keeping of purchases, sales, possession, storage, safekeeping and returns of medicines or scheduled substances. Good pharmacy practice as published in the Rules of the Council must be adhered to at all times. Responsible for the selection, appraisals and training of pharmacy staff in the Eersterust CHC Pharmacy. Manage all HR requirements of all staff reporting to him/her in the Pharmacy. Assist with the management of the pharmacy budget for medicines, to put measures in place to ensure that there is no under or overspending of the budget and to participate in the demand planning of medicines. Ensure that there is 96% medicine availability at Eersterust CHC. Communication strategies within Eersterust CHC and with other healthcare facilities regarding medicines. Ensure occupational health and safety at Eersterust CHC Pharmacy. Ensure that fruitful and wasteful expenditure are kept to a minimum and that measures are in place to prevent fruitful and wasteful expenditure. Handle and oversee all day-to-day activities in the Eersterust CHC Pharmacy. Be part of the different committees and forums in the district and at Provincial level as and when needed. Participate in meetings in the district and at Provincial level. Attendance and feedback of allocated meetings. Ensure that all performance indicators are monitored and reported on. Develop and manage relevant SOPs at Eersterust CHC. Ensure proper cold chain management for thermolabile medicines that includes but not limited to correct storage at Eersterust CHC.

Ensure proper asset management. Ensure effective and efficient coordination of campaigns where medicines are involved and liaison with the different program coordinators in the district. Performance management and Development System. Deputize for the District Pharmacist.

**ENQUIRIES
APPLICATIONS**

: Ms. Michelle Haines Tel No: (012) 356 9202
: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 13 October 2023

POST 35/96

: **ASSISTANT MANAGER NURSING PHC REF NO: TDHS/A/2023/85 (X1 POST)**
Directorate: TDHS PHC Sub District 7

**SALARY
CENTRE
REQUIREMENTS**

: R683 838 – R767 184 per annum
: Dark City CHC
: Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a General Nurse & Midwifery plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Other Skills / Requirements: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services. The candidate should be computer literate and possess a valid & unendorsed driver's licence including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.

DUTIES

: To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the work-place. Liaise the

- Sub District, District and all other essential stake-holders systems within the unit. Uphold the Batho Pele and Patients' Rights Principles.
- ENQUIRIES** : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 13 October 2023
- POST 35/97** : **AREA MANAGER (PNB-4) REF NO: TDHS/A/2023/84 (X1 POST)**
Directorate: PHC Sub District 5, 6 & 7
- SALARY** : R627 474 – R703 752 per annum, (plus benefits)
- CENTRE** : Tshwane District Health Services Sub District 7
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be management experience in in either District Health Services or PHC Setting. Valid Driver's licence is a requisite. Potential candidates should be computer-use competent on related modern-day functions & activities. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Effective and competent use of modern-day technology to communicate and advance any other departmental mandates. Shortlisted Candidates may be assessed for computer competency as part of selection.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard

Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS) Liaise the Sub-District, District and all other essential stakeholders.

ENQUIRIES : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)

APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 13 October 2023

POST 35/98 : **OPERATIONAL MANAGER SPECIALTY REF NO: REFS/019065**
Directorate: Nursing Department (Trauma ICU and High Care)

SALARY : R627 474 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12 or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Critical Care Nursing or Trauma and Emergency Nursing. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic nursing qualification. The following will be an added advantage: Computer literacy.

DUTIES : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilisation at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

ENQUIRIES : Mr. GNB Moeng Tel No: (011) 488 3424
Ms M.Maseko Tel No: (011) 488 4732

APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA)

Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, White males and White Females African males and African Females are encouraged to apply.

- CLOSING DATE** : 13 October 2023
- POST 35/99** : **ASSISTANT MANAGER NURSING: GENERAL PN-A7 (GENERAL WARD) (DAY/NIGHT) REF NO: REFS/019052**
Directorate: Nursing Services
- SALARY** : Grade 1: R627 474 – R693 645 per annum, (plus benefits)
- CENTRE** : Leratong Regional Hospital
- REQUIREMENTS** : Diploma/Degree in Nursing as accredited with the South African Nursing Council in terms of Government Notice R425 that allows registration with the SANC as a Professional Nurse. A minimum of 08 years appropriate/recognizable experience in nursing after registration as a professional Nurse with the South African Nursing Council in General Nursing. At least 03 years of the period referred to above must be appropriate/recognizable experience at management level (Operational Manager). Current registration with the South African Nursing Council (SANC). Diploma/Degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong Leadership, computer literacy, good communication and sound interpersonal skills are necessary.
- DUTIES** : Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically nursing care provided within set standards and a professional / legal framework. Effectively manage the utilisation and supervision of resources. Co- ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Participate in the analysis, formulation of nursing guidelines, norms, and standards. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Participate in after hours, night supervision shifts and weekends as per service need. Implement relevant recommendations and priorities of the National Strategic plan for Nurse education, training, and Practice. Participate in realisation of the Hospital Operational Plan. Monitor performance using Performance Management and Development System.
- ENQUIRIES** : Mrs PW Modisane Tel No: (011) 411 3506

- APPLICATIONS** : should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
- NOTE** : Applications should be accompanied by a fully completed and signed new Z83 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). Application 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 (SAQA). All foreign qualifications 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, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (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 disabilities are encouraged to apply.
- CLOSING DATE** : 13 October 2023
- POST 35/100** : **OPERATIONAL MANAGER SPECIALTY REF NO: REFS/019053**
Directorate: Health Department
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R627 474 – R703 752 per annum, (plus benefits)
: Leratong Hospital
: Diploma/Degree in Nursing as a Professional Nurse accredited with the SANC in terms of Government Notice 425. Post basic qualification with the duration of at least 1 year Diploma in Advance Midwifery and Neonatology in accordance with R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Advance Midwifery and Neonatology. Diploma/Degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Co-ordination of optimal, holistically specialised nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National Core Standards & Ideal Hospital Realization and Maintenance Framework. Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse education, training and Practice. Participate in realisation of the Hospital Operational Plan. Monitor performance using Management and Development System.
- ENQUIRIES APPLICATIONS** : Mrs. PW Modisane Tel No: (011) 411 3502/3506
: should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

- NOTE** : Applications should be accompanied by a fully completed and signed new Z83 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). Application 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 (SAQA). All foreign qualifications 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, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (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 disabilities are encouraged to apply.
- CLOSING DATE** : 13 October 2023
- POST 35/101** : **OPERATIONAL MANAGER REF NO: TDHS/A/2023/86 (X1 POST)**
Directorate: Ward Based Primary Health Care outreach Teams
- SALARY** : R497 193 – R559 686 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : of nursing legislation and related practises. Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage. Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 0-9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing with Midwifery. Demonstrate an understanding.
- DUTIES** : Provide leadership to Ward Based Primary Health Care Outreach Teams at sub district level. Provide training to Community Health Care Workers and outreach team leaders. Oversee activities of all outreach teams in the sub district. Supervise and guide the Ward Based Primary Health Care Outreach Teams in the sub district. Participate in stake holder consultation and liaison with facility managers, sub district managers and school health coordinators. Monitor and evaluate the activities of teams. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that team's function within the allocated budget. Supervise and monitor staff performance in accordance with performance Management and Development System (PMDS). Develop and implement staff training plan, attend to grievances of staff, and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Collate the monthly sub district reports and ensure submission of monthly, quarterly, and annual reports on time.
- ENQUIRIES** : Ms. S Lerumo Tel No (012) 451 9015
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity;

therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 13 October 2023
- POST 35/102** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY) ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: ODI/19/09/2023/02 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R431 265 per annum, (plus benefits)
: Odi District Hospital
: Basic R425 qualification (i.e., Diploma /Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification, with a duration of at least 1 year accredited with SANC in terms of Government notice of R212 in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Support the district commitment to reduce maternal morbidity and mortality. Provision of high quality, holistic antenatal, intrapartum, and post-natal care including neonatal care. Ensure nursing provided within the scope of practice and legal framework. Implement obstetric priority programs, EMTCT, MBFI, ESMOE. Ensure safe pre-operative and post-operative nursing practices to prevent maternal mortality including adherence to nursing principles of infection prevention and control promotion of professionalism and adherence to nursing professional ethics. Rendering a holistic specialised nursing care to patients as a member of the multidisciplinary team. Maintain infection prevention and control standards. Effective utilization of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, patients, and other professionals. Perform nursing administrative and relieving the Operational Manager. Implement Ideal Hospital Framework. Must be willing to workday and night duty/shifts.
- ENQUIRIES APPLICATIONS** : Ms Ntsie EP Tel No: (012) 725 2312
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
- CLOSING DATE** : 13 October 2023
- POST 35/103** : **PROFESSIONAL NURSE SPECIALTY/PNB1 (OPERATING THEATRE NURSING SCIENCE REF NO: ODI/19/09/2023/03)**
- SALARY CENTRE REQUIREMENTS** : R431 265 per annum, (plus benefits)
: Odi District Hospital
: Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Operating Theatre Nursing Science. A minimum of 4 years appropriate/ recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Less one year for applying from outside the Public Service.
- DUTIES** : Provision of high-quality nursing care, Pre-Operative and Post operating Nursing Care, Prepare Theatre, Medical Equipment, and consumables according to booked Operations. Ability to liaise with different units for Pre-operative and Post-operative patient optimization including pre-operative visits as indicated and post-Operative management. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practise of nurses and the legal framework. Display Professionalism and adherence to nursing professional ethics. Ability to perform nursing administrative duties including shift leading and relieving the

- Operational Manager including CSSD supervision. Must be willing to workday and night shift. Have knowledge of Ideal Hospital Realisation Framework.
- ENQUIRIES APPLICATIONS** : Ms. Ntsie EP Tel No: (012) 725 2312
- : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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. Males are encouraged to apply.
- CLOSING DATE** : 13 October 2023
- POST 35/104** : **DIETICIAN GRADE 1 REF NO: 12/2023 TRH**
Directorate: Clinical Support & Therapeutic Service
- SALARY CENTRE REQUIREMENTS** : R359 622 per annum
: Tshwane Rehabilitation Hospital
: Interested candidates should have a BSc/Bachelor's degree in Dietetics. Registration with HPCSA as an independent practitioner. Grade 1: Completed community service period as Dietician. Sound knowledge of clinical theory, practice and ethics relating to the delivery of dietetics services. Services within a hospital setting and knowledge of current health and public service legislation, regulations and policies. Ability to work with the clinical team using patient centred, goal orientated and interdisciplinary approach good communication, computer and interpersonal skills. Experience rehabilitation of persons with disabilities will be an added advantage.
- DUTIES** : Implement anthropometric and other measurements in assessment of in and outpatients. Effectively render cost effective and evidence based nutritional care for patients to meet their specific nutritional requirements according to norms and standards. To work with colleagues, relieve as and when the need arises, and work closely with the interdisciplinary team members. Effective record keeping, billing and report writing as the need arise. To assist with the ongoing development and implementation of clinical guidelines and standard operating procedures. To perform administrative functions, submit monthly statistics to monitor the effective and efficient running of the Dietetics department. To contribute towards the development and implementation of departmental strategic, financial and operational plans. Participate in the in-service training, education of other staff categories and allocated students. Assist with coordination of clinical nutrition and food service management. Participate health awareness campaign and promotion of the Dietetics Profession. Management of physical resources on allocated area. Facilitate own performance and review and of allocated staff members if applicable. Implement quality assurance standards and quality improvement plan/ideal hospital assessment norms at departmental level. Participate in research projects for the institution and perform delegated duties by the supervisor. Adherence to ethical rules, regulations and policies.
- ENQUIRIES APPLICATIONS** : Ms K Ngubeni Tel No: (012) 354 6125
: Tshwane Rehabilitation Hospital, P.O Box 29160, Sunnyside,0132 or hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of

Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 13 October 2023
- POST 35/105** : **SPEECH THERAPY & AUDIOLOGIST REF NO: REFS/019054 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic services
- SALARY** : Grade 1 R359 622 – R408 201 per annum, (plus benefits)
Grade 2 R420 015 – R477 771 per annum, (plus benefits)
Grade 3 R491 676 – R595 251 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Leratong Hospital
Appropriate 4 years university degree in speech therapy/speech therapy & audiology. Current registration as Speech therapist/Speech Therapist and audiologist with the health professions council of South Africa. Completed community service. Sound Knowledge of Basic & Advanced Diagnosis, intervention & prevention of disorder of speech, language, balance & hearing. Sound knowledge of screening of speech, language, balance & hearing. Adherence to ethical rules & regulations, police & scope of practice. Knowledge of current research & recent developments in the profession. Working knowledge of relevant policies & procedures related to the management of human, financial & physical resources. Good verbal and written communication skills. Ability to work in a team & closely with other disciplines. Ability to work within a multi-linguistic & multi-cultural environment. Ability to work under pressure in changing environment with a high case load. Good problem-solving skills. Good recordkeeping practices. Ability to implement projects.
- DUTIES** : Provide effective and comprehensive speech therapy services for in & outpatients and stakeholders. Provide relevant & culturally appropriate public education and information on speech, language, balance & hearing difficulties. Adhere to human resource requirements and participation in related activities. Participate in data collection, analysis, and research. Participate in quality assurance activities (including finance & asset management).
- ENQUIRIES APPLICATIONS** : Ms. P Mabaso Tel No: (011) 411 3526/3737
should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
- NOTE** : Applications should be accompanied by a fully completed and signed new Z83 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). Application 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 (SAQA). All foreign qualifications 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, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (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 disabilities are encouraged to apply.
- CLOSING DATE** : 13 October 2023
- POST 35/106** : **PROFESSIONAL NURSE REF NO: ODI/19/09/2023/04 (X3 POSTS)**
- SALARY** : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Grade 3: R431 265 per annum
- CENTRE** : Odi District Hospital

- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows Registration with SANC as a Professional Nurse. **Grade 1:** 0 - 9 years' experience acquired after registration, **Grade 2:** 10 - 19 years' experience acquired after registration, **Grade 3:** 20 - 30 years' experience after registration, less one year for candidates applying from outside the Public Service. Diploma in midwifery is required. Knowledge of relevant legal frame works and Infection Prevention and control measures, good communication and interpersonal skills, Knowledge of nursing care processes and procedures, good ethical practice, and caring attitude. Knowledge and practice of nursing values and management of Patient Safety Incidences.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. 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 as determined by the health facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Have knowledge of Ideal Hospital Realisation Framework.
- ENQUIRIES** : Ms EP Ntsie Tel No: (012) 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
- CLOSING DATE** : 13 October 2023
- POST 35/107** : **POST BASIC PHARMACIST ASSISTANT GRADE 1-3 REF NO: TDHS/A/2023/87**
Directorate: Pharmaceutical Services
- SALARY** : R239 682 – R339 840 per annum, plus service benefits.
- CENTRE** : Tshwane District Health Services - Dewagensdrift Clinic
- REQUIREMENTS** : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Other Skills: Own discipline, knowledge of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.
- DUTIES** : The incumbent of the post will work under the indirect supervision of a pharmacist within the scope of the following duties: Stock control which includes receiving, issuing, reporting and maintenance of stock (electronic and manual systems). Ensuring proper storage of medicines. Dispensing of medicine, including the receive, read and checking of prescriptions for legality, authenticity and validity. Ensuring appropriate use of medicine. Executing dispensary administrative functions. Participating in pharmacy education programmes. Supporting outreach services in the community. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco-vigilance.
- ENQUIRIES** : Ms. Michelle Haines Tel No: (012) 356 9202

- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 13 October 2023
- POST 35/108** : **PROCUREMENT CLERK (BUYER) REF NO: REFS/DPL/2023/08/08**
Directorates: Procurement
- SALARY CENTRE REQUIREMENTS** : R202 233 - R235 611 per annum (Level 05), (plus benefits)
: Dunswart Provincial laundry
: Grade 12 or equivalent with at least 3 years' experience. Good communication, interpersonal relation, presentation skills and Computer skills in MS Office package (MS Word, MS Excel and MS Power Point or SCM Systems. Competencies: Good verbal and written communication, good numeracy skills and strong relations. Basic Financial management skills. Knowledge SAP, SRM, SCM and government policies (eg, PFMA). Ability to interact with all levels both internal (end-users) and external stakeholders. Must have the ability to work independently under intense pressure and be a creative thinker. Have good ethical conduct, analytical thinking, and problem-solving. Time management skills. Ability to work under pressure.
- DUTIES** : Updating ledger cards (VA10), issuing and ordering stock according to minimum and maximum or precautionary level, compile monthly reports (CSD) etc, create and update supplier database, compile monthly reports, create and update supplier database, compile and submit monthly reports, participate in stock-take perform duties as may require by the supervisor. Received, Packing, Stock. Capturing RLS01 on SAP system, doing regular follow ups with the Suppliers regarding ordering, allocating PO numbers on orders, timely liaising with user regarding the status of their orders, managing contract document, obtain quotation where necessary, proper filling of documents and checking budget levels before ordering, liaise with other stakeholders within and outside the institution in order to resolve problems.
- ENQUIRIES APPLICATIONS** : Mrs. KL Sithebe Tel No: (011) 306-4649
: must be submitted to Dunswart Provincial Laundry, 134 Main reef road, Boksburg-North, 1459.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 13 October 2023
- POST 35/109** : **MEDICAL SPECIALIST SESSIONAL (ANAESTHETIC) REF NO: REFS/019042 (X1 POST)**
Directorate: Clinical
- SALARY** : Tariff Per Hour 1 – 5 Years: R585 only

		Tariff Per Hour 5 – 10 Years: R667 only Tariff Per Hour 10 years: R772 only
<u>CENTRE REQUIREMENTS</u>	:	Sebokeng Hospital A degree (MBCHB) FCS(SA) or equivalent, Registration with HPCSA as a Medical Specialist in Anaesthetic.
<u>DUTIES</u>	:	Management of designated areas of responsibility within the Anaesthetic department at Sebokeng Hospital, conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and wards/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in postgraduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Anaesthetic services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Mbara Tel No: (016) 930 3301 applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: people with disabilities are encouraged to apply. recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/110</u>	:	<u>MEDICAL SPECIALIST SESSIONAL (OPHTHALMOLOGY) REF NO: REFS/019043 (X1 POST)</u> Directorate: Clinical
<u>SALARY</u>	:	Tariff Per Hour 1 – 5 Years: R585 only Tariff Per Hour 5 – 10 Years: R667 only Tariff Per Hour 10 years: R772 only
<u>CENTRE REQUIREMENTS</u>	:	Sebokeng Hospital A degree (MBCHB) FCS(SA) or equivalent, Registration with HPCSA as a Medical Specialist in Ophthalmology.
<u>DUTIES</u>	:	Management of designated areas of responsibility within the Ophthalmology department at Sebokeng Hospital, conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and wards/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in postgraduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Ophthalmology services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Mofokeng SM: Tel No: (016) 930 3000 applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV. Copies of

qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: people with disabilities are encouraged to apply. recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 13 October 2023
- POST 35/111** : **MEDICAL SPECIALIST SESSIONAL (UROLOGY) REF NO: Refs/019044 (X1 POST)**
Directorate: Clinical
- SALARY** : Tariff Per Hour 1 – 5 Years: R585 only
Tariff Per Hour 5 – 10 Years: R667 only
Tariff Per Hour 10 years: R772 only
- CENTRE REQUIREMENTS** : Sebokeng Hospital
: A degree (MBCHB) FCS(SA) or equivalent, Registration with HPCSA as a Medical Specialist in Urology.
- DUTIES** : Management of designated areas of responsibility within the Urology department at Sebokeng Hospital, conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and wards/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in postgraduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES APPLICATIONS** : Dr. Mofokeng SM Tel No: (016) 930 3000
: applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: people with disabilities are encouraged to apply. recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 13 October 2023

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

OTHER POSTS

<u>POST 35/112</u>	:	<u>MEDICAL SPECIALIST (GRADE 1,2,3)- PAEDIATRICS ORTHOPAEDICS REF NO: GS 81/23</u> Component: Orthopaedics
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
<u>CENTRE REQUIREMENTS</u>	:	PMB Metropolitan Hospitals Complex: Greys Hospital Senior Certificate (Grade 12) or equivalent, MBChB or equivalent, FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification. Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Grade 1: Experience: Not Applicable: Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in the relevant Discipline. Grade 2: Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Grade 3: Experience: A minimum of 10 years experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<u>DUTIES</u>	:	Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of Orthopaedic patients. Continuously monitor service delivery, both at Grey's Hospital and Referring Hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in cost containment activities / practices. Participate in provision of emergency after-hour services. Management: Assist in administrative duties related to the optimal functioning and service delivery in Orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected, analyzed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research as dictated by clinical need. Outreach: Active participation in outreach program aimed at improvement of patient access to the relevant clinical services (at least one visit a week). To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals. Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.
<u>ENQUIRIES</u>	:	Dr A W R Mungherera Tel No: (033) 897 3299

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mrs M. Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female.

CLOSING DATE : 16 October 2023

POST 35/113 : **MANAGER NURSING (DISTRICT CLINICAL SPECIALIST: PEADS) REF NO: ZUL/08/2023**

SALARY : R1 045 731 - R1 174 46 per annum, all-inclusive package. Other Benefits may include: Rural allowance on a claim basis)

CENTRE : Zululand Health District Office, Ulundi

REQUIREMENTS : Diploma/Degree in General nursing/ equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification (1) one year accredited with SANC in Paediatrics. A minimum of (10) ten years appropriate / recognizable experience in nursing after registration as a Professional Nurse, at least (6) six years of the referred to above must be appropriate/recognizable experience in the specific speciality (paediatrics) after obtaining the one year post basic qualification in paediatrics. At least (4) years of the referred to above must be appropriate/recognizable managerial experience. Driver's licence. Computer literacy. Only shortlisted candidates will attach proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Only shortlisted candidate will submit proof. Skills: Knowledge of relevant legislations, regulations and policies. Programme planning, implementation and evaluation. Information management. Quality assurance and improvement programmes. Human resources and financial management. Good leadership, communication and problem solving skills. Computer literacy. Stress tolerance, self-confidence, objective and empathic.

DUTIES : Represent paediatric and neonatal nursing as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Support clinics, community health centres and district hospitals with all aspects of service delivery. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate an participate in the development, training and mentorship of health professionals in all facilities within the district. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support delivery of services for paediatric and neonatal care. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care for children and new-born. Assist, support and participate in risk management activities for patient (e.g critical event analysis, morbidity and mortality meetings, prevention and management of patient safety incidents). Assist, support and participate in clinical audits and quality improvement cycles in health facilities. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Facilitate and ensure effective communication with all management structures within the district, regional and tertiary hospitals relevant as well as the provincial Department of Health. Facilitate implementation of essential package of care in all facilities in the district. Monitor implementation of child Healthcare Problem Identification program (Child PIP) in all district hospitals within the district.

ENQUIRIES : Mr SV Vilakazi Tel No: (035) 8740713

APPLICATIONS : KwaZulu-Natal, Zulu land Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.

FOR ATTENTION NOTE : Ms BN Zulu
: The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Comprehensive Curriculum Vitae.

Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will not be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE : 20 October 2023

POST 35/114 : **MEDICAL OFFICER (GRADE 1,2,3) REF NO: GS 80/23**
Component: Radiology

SALARY : Grade 1: R906 540 per annum
Grade 2: R1 034 373 per annum
Grade 3: R1 197 150 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Greys Hospital: Pietermaritzburg Complex

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent, MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department.
Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. 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 as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training and to successfully compete for a subsequent registrar post. For example: College of Radiology Part 1 Anatomy and/or Physics exam pass would be an advantage or Additional relevant exam-assessed qualifications or exam achievements (for example Part 1 College exam pass in a relevant clinical speciality). Above average undergraduate academic performance. Evidence of academic activity relevant to radiology and/or Research experience. Additional relevant clinical experience. Note that this is an entry level training post, intended for applicants who have not yet had the opportunity to specialize. Applicants who have already done Radiology registrar time or Radiology MO time elsewhere without satisfactory academic progress will not be considered. The purpose of this post is to give the incumbent the opportunity to gain experience in Diagnostic Radiology with a view of undertaking the Radiology Part 1 exams and subsequently applying for a registrar post. Knowledge, Skills and Experience: Knowledge of clinical medicine as specified by MBCHB degree. Knowledge of aspects of clinical medicine specific to the practice of radiology. Ability to work within a team. Sound knowledge of medical ethics. Good communication skills and decision making qualities.

- DUTIES** : Participate in the provision of radiological services within the Pietermaritzburg Metropolitan Hospital complex. Interpret and report radiological procedures and studies under supervision. Comply with all departmental rules and regulations. Maintain professional and ethical standards. Participate in the departmental academic program. Participate in the provision of after hour radiological services in Pietermaritzburg. Participation in onsite after hour service is compulsory for medical officers. Candidates appointed at Greys may be required to perform their overtime at Harry Gwala Regional Hospital. Write and pass the FC Rad Part 1 exams within 18 months of appointment. The incumbent must be prepared to rotate between Harry Gwala Regional Hospital and Greys Hospitals if required.
- ENQUIRIES** : Dr MNR Memela Tel No: (033) 897 3756
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female
- CLOSING DATE** : 16 October 2023
- POST 35/115** : **PHARMACY SUPERVISOR (GRADE 1) REF NO: SAH 32/20203 (X1 POST)**
- SALARY** : R906 540 – R961 614 per annum. Benefit: 13th cheque, 17% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : Grade 1: Grade 12 (senior certificate) Standard 10 plus, Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist plus, Current registration with the SAPC as a Pharmacist, plus A minimum of 3 years appropriate/ recognizable experience after registration as a pharmacist with the SAPC. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Extensive knowledge of Pharmaceutical Services, National and Provincial Policies and Procedures, Knowledge of Financial Management, Knowledge of Human Resource Management, Understanding of Relevant Acts, Regulations, Essential Drug Program, National Drug Policy, Pharmacovigilance and CCMDD program, Knowledge of the Principles, Function and Operations of a Drug and Therapeutics and Antimicrobial Stewardship Committee, Knowledge and understanding of Public Service Acts, Policies & Procedures pertaining to stock Control, Appropriate Clinical & Theoretical Knowledge, Extensive experience in the management of pharmacy, excellent supervisory and analytical skills, Sound planning, organizational and administrative skills, Excellent communication, team building, interpersonal and problem solving skills, Ability to work under pressure and co-ordinate productivity, excellent computer literacy skills, Commitment to service excellence.
- DUTIES** : Management and provision of comprehensive pharmaceutical services to patients, wards, Departments & clinics. Maintain control of pharmaceutical services in all departments in the hospital, including clinics, Responsibility and accountability for cost effective and efficient management of procurement, Storage, distribution, control and security of pharmaceutical stock and equipment, Develop, implement and monitor adherence to standard operating procedures and policies for all aspects of pharmaceutical services in accordance with applicable legislations, regulations and Good Pharmacy Practice, Develop and implement quality improvement programs in pharmacy, Support and supervision of pharmaceutical service in the attached PHC facilities and wards, Maintain and implement systems for accurate and appropriate patient records in line with Legislative requirements, Engage in effective communication with all stakeholders to ensure a high quality service is Rendered and requirements for audits are met, Perform standby, after hours & weekend duties when necessary, Support pharmaceutical and therapeutic governance including but not limited to Antimicrobial Stewardship, Medicine Utilization Reviews, Standard Treatment Guidelines adherence, Supervision and discipline of pharmacy staff, EPMSD, Routing, monitoring and evaluation,

		<p>Compiling reports for submission to the pharmacy manager and assistant pharmacy manager, Management of resources allocated to Pharmaceutical Services, Deputise for the assistant manager as and when required, Register as tutor for pharmacist assistants and pharmacist interns, Identify training needs of pharmacy staff and facilitate access to appropriate training and Development., any other tasks/duties deemed necessary by the Assistant Manager or Pharmacy Manager.</p>
<u>ENQUIRIES</u>	:	Dr SK Lumeya, ST Andrews Hospital Tel No: (039) 433 1955
<u>APPLICATIONS</u>	:	Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standrewshospital.HRjobapplication@kznhealth.gov.za.
<u>FOR ATTENTION</u>	:	Human Resources Management
<u>NOTE</u>	:	The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/116</u>	:	<u>MEDICAL OFFICER: EMERGENCY DEPARTMENT GRADE 1, 2 & 3 REF NO: PSH 75/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R906 540 per annum Grade 2: R1 034 373 per annum Grade 3: R1 197 150 per annum (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
<u>CENTRE</u>	:	Port Shepstone Regional Hospital
<u>REQUIREMENTS</u>	:	Grade12/Senior certificate. An appropriate tertiary qualification (MBChB degree). Registration certificate with the HPCSA as a Medical Practitioner with independent medical practice. Current HPCSA Registration. Certificate of Service endorsed by Human Resource Department. Valid Driver's Licence. Knowledge, Skills and Competencies Required: Sound knowledge and skills in Emergency Medicine including advanced adult and paediatric resuscitative intervention. Sound Clinical Knowledge in general medicine including management of acute and chronic medical conditions as well as toxicology and gynaecological emergencies. Good interpersonal and supervisory skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care plus Level one EMSSA accredited ultrasound qualification is recommended. The following learning opportunities are available in the emergency department: Supervision by an Emergency Medicine Specialist with daily ward rounds and "on the floor"

		teaching in the Emergency Department, Emergency ultrasound training, Approach to Medical, Surgical and Gynaecological Emergencies. Management of Acute Psychiatric patients, Advanced airway management and ventilation techniques, Evidence based protocol driven management. Opportunities to conduct research in the unit, Preparation for the DipPEC (Diploma in Primary Emergency Care) and Emergency Medicine Primaries.
<u>DUTIES</u>	:	Provision of quality patient centred medical care to all patients in the emergency unit (ED). Maintain accurate medical records in accordance with legal and ethical guidelines. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. NB: Performance of Commuted Overtime and staggered shift system is compulsory and will be worked in the Emergency Department.
<u>ENQUIRIES</u>	:	Dr B Naicker Tel No: (039) 688 6000 or email psh.ed001@gmail.com or Dr PB Dlamini Tel No: (039) 688 6147
<u>APPLICATIONS</u>	:	should be posted to: Mr. ZM Zulu, The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240
<u>NOTE</u>	:	Detailed application form for employment (Z83) and Curriculum Vitae, Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/117</u>	:	<u>HEAD OF DEPARTMENT (NURSING COLLEGE) (GENERAL NURSING SCIENCE REF NO: GS 75/23 (X1 POST)</u> Component: KwaZulu Natal College of Nursing- Greys Campus
<u>SALARY</u>	:	Grade 1: R645 720 per annum. Plus 13 th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital- Pietermaritzburg Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing, and Midwifery or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Nursing Education registered with SANC Plus Registration with the SANC as Professional Nurse in Nursing Education. Current Registration with the South African Nursing Council (SANC) 2023. A minimum of 9 (nine) years appropriate/recognizable nursing experience after registration as a Professional nurse with SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department. Recommendations: A post registration qualification in Nursing Management/Nursing Administration/Health Services Management. Unendorsed valid Code EB driver's license (code 08). Computer Literacy. Masters' Degree in Nursing. A post-basic qualification in Oncology and Palliative Nursing. Knowledge, Skills and Experience: The incumbent of this post will report to the Principal of Grey's Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures

and processes related to coordination of undergraduate and postgraduate Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Willingness to travel.

- DUTIES** : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure to students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates the implementation of new Post-Graduate Diploma in Oncology & Palliative Nursing, as well as undergraduate Advanced Diploma in Midwifery and Diploma in Nursing R171 programme. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.
- ENQUIRIES** : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 16 October 2023
- POST 35/118** : **ASSISTANT MANAGER NURSING: MONITORING & EVALUATION REF NO: DANCHC 34/2023 (X1 POST)**
- SALARY** : R627 474 – R724 278 per annum. Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.
- CENTRE** : Dannhauser CHC
- REQUIREMENTS** : Grade 12(Senior Certificate). Degree/Diploma in General Nursing that allows evaluation in health care environment. Current registration with SANC. Experience: A minimum of 8 years appropriate/recognizable in nursing after registration as Professional Nurse with SANC in General Nursing. 3-5 years' supervisory experience in Nursing. Computer Literacy. Drivers Licence. Knowledge, Skills, Training and Competencies required for the post: Knowledge of the legislative, policy and M&E framework informing health service delivery. Knowledge of legislation and planning framework. Knowledge of CHC quality assurance. Knowledge of infection prevention control practices. Knowledge of health facility functions and operations. Understanding HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of financial management. Knowledge of Data Management. Knowledge of M&E principles. Ability to critical analyse complex information and to interpret that in relation to performance, health outcome relevant to CHC and performance. Strong leadership and management skills. Planning and organising skills. Project management skills.
- DUTIES** : Administer evidence/results –based monitoring and evaluation system in the CHC as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the CHC. Analyse data obtained from the source and other management information systems against indicators with the view to develop reliable performance profiles for the verification and publishing of the prescribed Performance and other Reports. Facilitate integrated planning and monitoring functions within the institution and its feeder clinics. Ensure reporting on the performance of the institution in an integrated, objective manner inclusive of analysing performance against targets and resources.

Facilitate institutional management in implementing and monitoring of audits improvement plans. Provide reports to senior management on compliance with policies, guidelines and protocols in all units. Give guidance and support on the effects of non-compliance on institutional performance. Provide feedback on research activities within the institution. Assist the CEO in managing and monitoring the functionality of all governance structures in the institution. Oversee and manage Infection. Prevention and Control, Quality Assurance and Data Management Components. Provide technical support to the CEO on the development of facility's SOPs, Protocols and Operational Plans. Oversee performance of National Core Standards and Ideal Clinic Realisation and maintenance in the institution and its feeder clinics. Monitor staff performance through EPMDS within the component. Ensure all plans for department are in place, facilitate and co-ordinate planning session. Co-ordinate functions of Health Information Team. Conduct staff meetings such as performance and information reviews to disseminate.

ENQUIRIES : Dr FP Mtshali Tel No: (034) 621 6188
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

CLOSING DATE : 13 October 2023

POST 35/119 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: CTK 36 / 2023**
 Branch: Human Resources

SALARY : R627 474 - R703 752 per annum. Plus other benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

CENTRE : Christ the King Hospital (PHC)
REQUIREMENTS : Senior Certificate / Grade 12 certificate. Degree /Diploma in General Nursing and Midwifery. Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing and Midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2023. Certificate of service endorsed by Human Resource Department/ Employer. Recommendations: Computer literacy. A valid Driver's license. Knowledge, Skills, Competencies and Training required: Knowledge of nursing care processes and procedures, nursing status, and other relevant. Legal frameworks. Knowledge of labour relations. Knowledge and experience in implementation of Batho Pele Principles and Patients Charter and Code of Conduct. Financial and budgetary knowledge pertaining to the relevant resources under Management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and Counselling skill. Knowledge of National Core Standards.

<u>DUTIES</u>	:	Ability to provide mentoring, team building, supervisory skills and coaching to her or his supervisees.
	:	Assist in planning, organising and monitoring of objectives of the Primary health in a designated unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and policies. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on daily, weekly and monthly basis; provide feed-back to management, analyse data and draw up quality improvement plan. Exercise control of discipline and other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Implementation of quality improvement plan. Supervise and monitor staff performance according to EPMDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533
	:	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
<u>FOR ATTENTION NOTE</u>	:	Mr Z.C Mhlongo Human Resources Tel No: (039)834 7500
	:	The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates 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 19/2023. 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 e-mailed or 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.
<u>CLOSING DATE</u>	:	17 October 2023
<u>POST 35/120</u>	:	<u>OPERATIONAL MANAGER (MOBILE) REF NO: SAHMOBILE 02/2023</u>
<u>SALARY</u>	:	R627 474 – R703 572 per annum. Plus other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Harding Mobile
	:	Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General Nursing and Midwifery plus, current registration with SANC (2023 receipt) as General Nurse, Midwifery and Primary Health Care plus A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be Recognizable experience(PHC Experience) after obtaining one year post basic qualification in Primary Health Care plus, Code 10 Driver's licence with PDP. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B

All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of nursing care process and processes and procedures, nursing Statutes, and other relevant legal framework such as: Nursing act, Occupational Health and safety act, Patient right's charter, Batho-Pele principles, Public service Regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiations conflict handling and Counselling skills, Financial and budgetary knowledge pertaining to the relevant resources under Management, Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

DUTIES

: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting, Ensure provision of high quality comprehensive care through provision of preventive, Curative and rehabilitative services, Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care ,Maintain good relationship with relevant role players and stakeholders, Manage and monitor proper utilization of human, financial and other resource entrusted to you, Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism, Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment, Ensure monitoring and evaluation of staff performance through the EPMDS system, Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics, Support PHC re-engineering by ensuring that outreach teams are functional, Ensure effective implementation of Sukuma Sakhe programs to maximize patient care, Conduct patient satisfaction survey and waiting times for the clinics, Ensure adequate control and allocation of Human and Material resources, Be involved and assist other staff members in the clinical management of clients, Strengthening of complaints, compliment and suggestion management, Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Coved- 19. Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 4331955

ENQUIRIES

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APPLICATIONS

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Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standrewshospital.HRjobapplication@kznhealth.gov.za.

**FOR ATTENTION
NOTE**

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Human Resources Management
Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE

: 13 October 2023

POST 35/121

: **OPERATIONAL MANAGER NURSING (SPECIALTY NURSING STREAM)
REF NO: OMN: OBSTETRICS AND GYNAECOLOGY (SPEC NURS
STREAM) (X1 POST)**

Department: Nursing Department (Labour Ward)

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R627 474 - R703 752 per annum

: Inkosi Albert Luthuli Central Hospital

: Senior certificate/ Grade 12, Diploma/ Degree in General Nursing and Midwifery that allows registration with the SANC as a professional nurse. One (1) year Post Basic Nursing Qualification Diploma/ Degree in Advanced Midwifery and Neonatal Nursing Science. Registration with SANC as a General Nurse and Midwife. Current registration receipt with SANC 2023. A minimum of 9 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in general nursing. At least Five (5) years of the period referred above must be appropriate / recognisable experience in the Maternity department after obtaining the one (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field. (No copies/qualifications/proof, only Z83 and CV submitted on application). Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate understanding of HR and Financial policies. In-depth knowledge on procedures, policies, prescripts related to nursing care. Ability to make independent decisions, problem solving and conflict management. Skills: Leadership, planning and organizational, decision making, interpersonal skills within the limits of the public sector. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Demonstrate Basic computer literacy.

DUTIES

: Render optimal holistic quality specialised nursing care as directed by the scope of practice and service standards. Maintain quality standards by ensuring compliance with Regulated Norms and Standards and Ideal Hospital Realization and Maintenance. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Ensure Maternal and Neonatal Programmes are implemented. Effective and efficient management of all resources at your disposal ensuring service delivery. Assist in planning, organizing and monitoring of objectives of the specialised unit. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations (Batho Pele). Demonstrate effective communication with patients, supervisors and other clinicians. Participate in monitoring the training needs of staff and be actively involved in in-service education for staff to accumulate CPD points. Promote ethics and professionalism in the work environment. Be cognisant of measures to prevent patient safety incidents and litigation. Work effectively as a supervisor with persons of diverse cultural, intellectual, racial and religious groups.

**ENQUIRIES
APPLICATIONS**

: H Ndemera, Acting Nursing Manager Tel No: (031) 2401063

: 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.

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** : 13 October 2023
- POST 35/122** : **CHIEF RADIOGRAPHER (MAMMOGRAPHY) GRADE 1 REF NO: MAD 39/2023 (X1 POST)**
- SALARY** : R520 785 – R578 367 per annum. 12% In-Hospitable allowance, 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance, (Employee must meet prescribed conditions)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Bachelor's Degree/ B-Tech/ National Diploma in Diagnostic Radiography. Post Graduate Certificate in Mammography. Registration Certificate with HPCSA as a Radiographer (Independent Practice). A minimum of 3 years' experience after registration with HPCSA as a Radiographer (Independent Practice). Knowledge, Skills and Competencies Required: Sound knowledge of Diagnostic Radiography procedures and Mammography. Knowledge of radiographic equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations, safety measures and policies. Knowledge of occupational health and safety and other relevant acts, policies and regulations. Knowledge of basic quality assurance procedures in diagnostic radiography. Knowledge of quality assurance procedures and methods as per radiation control directorate. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of public service policies, acts and regulations.
- DUTIES** : Perform screening of Diagnostic Mammography examinations, Prepare for and assist the radiologist in completion in the invasive mammography examinations including breast biopsies. Educate patients regarding mammography examination and ensure good patient care. Produce high quality mammography images for the radiologist to evaluate. Maintain a high degree of accuracy in mammography positioning and exposure technique. Manage quality assurance related to Mammography, Minimize radiation to patient and staff by practicing correct radiation and protection techniques. Compile statistic and complete appropriate documentation. Follow infection control and safety guidelines. Perform General Radiography, CT scan, fluoroscopy, portable, and theatre examinations, Render after hour radiology services and participate in continuous professional development programmes. Assist in Departmental managerial duties, and supervision of junior staff.
- ENQUIRIES** : Dr X.F Nene Tel No: (034) 328 8169
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer

NOTE : The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. EE Target (African Male).

CLOSING DATE : 20 October 2023

POST 35/123 : **OPERATIONAL MANAGER NURSING: NIGHT DUTY REF NO: MAD 49/2023**

SALARY : Grade 1: R497 193 - R559 686 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Leadership, Management, planning, organizing and co –ordination skills. Knowledge of relevant acts, prescriptions, policies and procedures governing health care service delivery especially the forensic unit. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision–making, problem–solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of Code of conduct, Labour Relations and related policies. Knowledge of Mental Care Act17 of 2002.

DUTIES : Ensure adequate coverage and supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho Pele principles, Patient’s Rights charter and acceptable professional/clinical-ethical standards within the applicable legal framework. Participate and ensure implementation on National Core Standards, National Health Priorities, and quality improvement initiatives including national priority program plans. Identify staff and student’s training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies, procedures. Ensure effective data management at night. Ensure all night services are coordinated. Strengthen ethics and professionalism. Ensure nursing documentation audits are done and maintain accurate records. Ensure compliance with infection prevention and control guidelines at night.

ENQUIRIES : Ms. N.W Kubheka Tel No: (034) 328 8137

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION : The Recruitment Officer

<u>NOTE</u>	:	Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. EE Targets (African Male).
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/124</u>	:	<u>OPERATIONAL MANAGER –GENERAL STREAM REF NO: ITSH31/2023 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 per annum. Other Benefits: 13th Cheque Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) 12 % Rural Allowance.
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate) Standard 10 Degree/Diploma in General Nursing and Midwifery, Registration as a Professional Nurse with SANC in General Nursing and midwife; A minimum of 7 years appropriate/recognizable experience in General Nursing after registration as a Registered Nurse, Professional Nurse with SANC in General Nursing; Current SANC registration. Recommendations: 3 years management experience/unit management, Degree/Diploma in Nursing Administration. Knowledge, Skills, Training & Competences Required: Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual' cultural and racial differences, Human Resource and financial management skills; Sound knowledge of disciplinary processes and grievance procedures; Knowledge of nursing care process and procedures. Sound knowledge of all legislation and regulations applicable to the health services and nursing status.
<u>DUTIES</u>	:	To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluate thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholder's e.g. inter-professional, inter-sectoral and multidisciplinary team. Participate in analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objective of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Promote health and wellness programs to increase productivity. Promote cost effective utilization of resources according to the relevant legislation. Ensure compliance with EPMDS. Deal with grievance and staff discipline in terms of laid down policies and procedures. Manage and monitor absenteeism. Work as part of multidisciplinary team. Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve the quality care. Implement quality data management and monitor data in the unit. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescript. Display a concern for patients promoting, advocating and facilitating proper treatment and care in ensure that the unit adheres to principles of Batho Pele. Manage complaints and patients safety incidents according to departmental policy.

<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/125</u>	:	<u>OPERATIONAL MANAGER (GENERAL STREAM) REF NO: SAH 10/20203</u>
<u>SALARY</u>	:	R497 193 per annum. Plus other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	St Andrews hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General Nursing and Midwifery plus, current registration with SANC (2023 receipt) as General Nurse, Midwifery and Primary Health Care plus A minimum of seven (7) years appropriate/ recognisable experience in Nursing after Registration as professional nurse with SANC in General Nursing. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, Good verbal and written communication and report writing skills. Decision making and problem solving skills, Conflict management and negotiation skills, Project Management skills, Must have good knowledge of Cardiac Conditions, Basic Computer skills.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner, Assist in planning, organizing and monitoring of objectives of the specialised unit, Manage all resources within the unit effectively and efficiently to ensure optimum service delivery, Able to plan and 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's needs, requirements and expectations(Batho Pele),Work as part of the multidisciplinary team to ensure good nursing care, Demonstrate effective communication with patients, supervisors and other clinicians, including, Report writing when required, Ensure compliance with all National, Provincial and Professional prescripts in order to render a Safe patient service and improve client satisfaction, Participate in the analysis and formulation of nursing policies and procedures, Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff, Provide direct and indirect supervision of all staff within the unit and give guidance, Order appropriate level of consumables and monitor utilization, Ensure that equipment in the unit is adequate and is checked and functional, Provide for a

safe, therapeutic and hygienic environment, Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences, Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures, Monitor and evaluate the care and Management of all patients and ensure the maintenance of Accurate and complete patient records.

ENQUIRIES : Ms MR Singh Tel No: (039) 4331 955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to: Standreshospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION NOTE : Human Resources Management
: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 13 October 2023

POST 35/126 : **CLINICAL PROGRAMME COORDINATOR: (INFECTION PREVENTION AND CONTROL) REF NO: ZUL/07/2023**

SALARY : R497 193 per annum. Other Benefits may include: Rural allowance on a claim basis, 13th cheque, housing allowance, medical aid (optional) employee must meet prescribed conditions

CENTRE REQUIREMENTS : Zululand Health District Office, Ulundi
: Senior Certificate (Grade 12). Diploma /Degree in general Nursing and Midwifery. Current registration with SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing. Valid B Driving license. Only shortlisted candidates will attach proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Only shortlisted candidate will submit proof. Recommendations: One year experience must be in infection prevention control environment. Skills: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to priorities issues and other work related matters and to comply with time frames. High level of accuracy.

DUTIES : Monitor Infection Prevention and Control indicators using identification tools and report on matters arising. Train and develop employees in Infection Prevention and Control practices to develop the necessary insight to sustain a climate sensitive to Infection Prevention and Control needs. Conduct inspections to ensure that Infection Prevention and Control plans are developed and thoroughly implemented. Manage the establishment and

training of Infection Prevention and Control Committees at health facilities. Interact with external health accreditation representatives to identify areas for improvement.

**ENQUIRIES
APPLICATIONS**

: Mr SV Vilakazi Tel No: (035) 874 0713
: KwaZulu-Natal Zululand Health District Office, Private Bag X81 Ulundi, 3838,
King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.

**FOR ATTENTION
NOTE**

: Ms BN Zulu
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Comprehensive Curriculum Vitae. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews,(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE

: 20 October 2023

POST 35/127

: **CLINICAL PROGRAMME COORDINATOR (HAST) REF NO: ZUL/ 06/ 2023**

**SALARY
CENTRE
REQUIREMENTS**

: R497 193 – R559 686 per annum
: Zululand Health District Office, Ulundi
: Senior Certificate (Grade12). Diploma/ Degree in Nursing Science that allows registration with SANC as a Registered Nurse. Minimum of seven (7) appropriate experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Only shortlisted candidates will attach proof of (Certificate of service of official letters of service from previous/current employers, signed and stamped by HR). Valid Driver's License. Only shortlisted candidates will submit proof. Skills: Good knowledge of Public Finance Management Act. Supply Chain Management Framework. Division of Revenue Act. National Tertiary Service Grant Framework, Treasury Regulations. Solid experience in budgeting, financial planning and analysis, asset management, Vulindlela and Basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Decision-making, Problem solving, good communication, Advance proficiency in Microsoft Excel with excellent quantitative and Analytical skills. Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.

DUTIES

: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee performance Management and Development (EPMDS) for staff as required. Ensure appropriate management and utilisation of resources allocated to the component. Regulations/procedures and proper internal control / SOP's are in place and adhered to at all times, overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines

and to counteract on going audit findings. Assist managers and clinical staff within the institution to implement central cost structure i.e. cost centres. Actively assist managers with budgetary control and the management of budget variances. Ensure compliance with risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

- ENQUIRIES** : Mr SV Vilakazi Tel No: (035) 874 0713
- APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.
- FOR ATTENTION** : Ms BN Zulu
- NOTE** : The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Comprehensive Curriculum Vitae. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).
- CLOSING DATE** : 20 October 2023
- POST 35/128** : **CLINICAL PROGRAM CO- ORDINATOR: TRAINING REF NO: PSH 74/ 2023 (X1 POST)**
- SALARY** : R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital (CETU)
- REQUIREMENTS** :
 Matric / Senior Certificate. Diploma/Degree in General Midwifery Nursing Science, One year qualification in Nursing Education. Registration with SANC as General Nurse, Midwife and Nursing Educator. At least 7 years' experience as a professional nurse. A minimum of 3 years appropriate/ recognizable experience as a lecturer after registration with SANC as a Nursing Educator. Current SANC receipt for 2023. Computer Certificate. Certificate of service endorsed by HR. Knowledge, Skills and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of National strategic plan for nursing education and training & Practice. Knowledge of National Policy on Nursing Education and Training. Knowledge of National guidelines on establishment of CETU. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written. Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation and clinical assessment skills. Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations. Knowledge of Norms and Standards and other relevant public service programmes. Sound knowledge of legacy and new qualifications.
- DUTIES** : Plan and coordinate clinical placements jointly with Nursing Education Institution (NEI). Organise training of preceptors in consultation with NEI/HEI. Organise and chair monthly CETU meetings. Supervise and monitor schedule of work of all preceptors. Manage clinical placements electronically using relevant software; record keeping of clinical training outcomes and nurse competence. Maintain compliance with South African Nursing council (SANC) and Council of Higher Education (CHE) requirements with regard to clinical training. Develop and monitor a quality assurance system for clinical training.

Develop and implement Standard Operating Procedures in relation to clinical training. Assist Nursing College staff with planning for clinical assessments. Provide nursing college with clinical progress of students on a monthly basis. Maintain jointly with HRD component a CPD (Continuous Professional Development) for nurses at Port Shepstone hospital. Develop a yearly in-service training program for full time staff. Ensure that a full orientation program for all categories of nursing staff is developed and implemented by trainers. Control all financial and material resources in the clinical teaching department. Attend workshops and seminars and give feedback. Serve as member of various committees e.g. research, policy making and all clinical governance committees. Attend workshops and seminars and give feedback. Assist programme managers with training in new programmes. Report all training matters to Deputy Manager nursing on a monthly basis.

**ENQUIRIES
APPLICATIONS**

: Mrs MC Maqutu Tel No: (039) 688 6117
: should be posted to: Mr. ZM Zulu, The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240, or 11 – 17 Bazley Street Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services.

NOTE

: Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Only short listed candidates will be requested to submit proof of qualifications and other related documents). Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous.

CLOSING DATE

: 13 October 2023

POST 35/129

: **ULTRA-SONOGRAPHER REF NO: DANHC 33/2023 (X1 POST)**

SALARY

: Grade 1: R444 741 – R506 016 per annum
Grade 2: R520 785 – R595 251 per annum
Grade 3: R612 642 – R658 482 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.

**CENTRE
REQUIREMENTS**

: Dannhauser CHC
: Grade 12/ Senior Certificate. Degree/ National Diploma in Ultrasound. Current registration with HPCSA as Sonographer. Experience: **Grade 1:** No experience after registration with the Health Profession Council of South Africa (HPCSA) as an ultra-sonographer in respect of RSA qualified employee who performed Community Service as required in South Africa. 1 year relevant experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed community Service. 11 years' experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 3:** A minimum of 20 years appropriate /recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed Community Service. 21 years' experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies required for the post: Sound knowledge of Obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures. Knowledge of relevant Health and Safety policies, regulations and acts. Sound report writing and administrative skills. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem solving, teaching and training skills. Good interpersonal relations and ability to perform with a team. Computer literacy.

DUTIES

: Provide high quality ultrasound services consistent with scope of practice and clinical standards. Provide high quality ultrasound services according to the

patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele Principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement Programmes and National Core Standards. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes. Compile report and memos as required in the working environment. Assist with ultrasound patient booking. Perform other duties as per delegation by radiography management.

**ENQUIRIES
APPLICATIONS**

: Dr FP Mtshali Tel No: (034) 621 6188
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

CLOSING DATE

: 13 October 2023

POST 35/130

: **CLINICAL NURSE PRACTITIONER REF NO: CTK 35 / 2023**
 Branch: Human Resources

SALARY

: Grade 1: R431 265 - R479193 per annum, Plus 8% rural allowance
 Grade 2: R528 696 - R645 720 per annum, Plus 8% rural allowance
 Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: Christ the King Hospital (PHC)
 : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing Science and Midwifery. One (01) post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree/Diploma in General Nursing Science and Midwifery plus. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care. A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Certificate of service endorsed and stamped by HR Office will be requested (only if shortlisted). Knowledge, Skills, Competencies and Training Required: Knowledge of all applicable legislations such as Nursing Acts,

Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills Co-ordination and planning skills Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES : Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533
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.

FOR ATTENTION : Mr Z.C Mhlongo, Human Resources Tel No: (039) 834 7500
NOTE : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates 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 19/2023. 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 e-mailed or 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 : 17 October 2023

POST 35/131 : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 76/2023 (X2 POSTS)**

SALARY : Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum
 Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital (PAEDS WARD)
REQUIREMENTS : Grade 12 or Matric certificate. Diploma/Degree in General Nursing and Midwifery. Registration with SANC as General Nurse, midwifery and Child Health Nursing Science. SANC Receipt for 2023. NB: Shortlisted candidates

will be advised to submit proof of work experience endorsed by Human Resource Department/ Employer, qualification certificates and SANC receipt. **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Child Health Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Child Health Nursing Science. Knowledge, Skills and Experience: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining to nursing care, computer skills in basic programmes. Knowledge of MNCWH programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.

DUTIES : Implement neonatal and child health care programmes. Develop and implement quality assurance policies & operational plans. Implement standards, practice and indication for Neonatal and Child Health Care. Participate in child PPIP meetings. Manage effective utilization of all resources in the unit. Develop and implement strategies for Infection Control and Prevention for the unit. Exercise control over discipline and labour relations issues. Develop/establish and maintain constructive working relationship with nursing and other stake holders. Ensure that the unit complies with Regulated Norms and Standards. Support the Mother Baby Friendly initiative. Support and mentor student nurses. Identify high risk, manage or refer them according to hospital policy. Develop vision and mission and objectives for neonates and paediatrics. Develop, implement and review neonatal and paediatric policies/SOP. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

ENQUIRIES : Mrs MC Maqutu Tel No: (039) 688 6117
APPLICATIONS : should be posted to: Mr. ZM Zulu, The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. Applicants are encouraged to utilise Courier Services.

NOTE : Detailed application form for employment (Z83) and Curriculum Vitae. (Only short listed candidates will be requested to submit proof of qualifications and other relevant documents) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 13 October 2023

POST 35/132 : **CLINICAL NURSE PRACTITIONER REF NO: SAHSANT06/20203 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum
 Other Benefits: 13th cheese, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Santombe Clinic
REQUIREMENTS : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Science Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health

assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills. charter.

DUTIES

: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.

ENQUIRIES

: Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS

: Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to: Standrewhospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION NOTE

: Human Resources Management
 : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the

company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

- CLOSING DATE** : 13 October 2023
- POST 35/133** : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 04/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Elim Clinic
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills charter.
- DUTIES** : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDs, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.
- ENQUIRIES** : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to: Standrewshospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION NOTE : Human Resources Management
 : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 13 October 2023

POST 35/134 : **CLINICAL NURSE PRACTITIONER REF NO: SAHHARD 10/20203 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Harding Clinic
 : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of

legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills charter.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDs, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 4331955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to: Standrewshospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION : Human Resources Management

NOTE : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 13 October 2023

POST 35/135 : **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 13/2023 (X2 POSTS)**

SALARY : Grade 1: R431 265 per annum
Grade 2: R559 686 per annum
Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE : Ludimala and Braemer Clinic
REQUIREMENTS : Senior Certificate (Grade 12), Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse.

Current registration with SANC (2023 Receipt). Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team. Coordinating between CHC and community and preventing medico-legal hazards. Conduct outreach services to improve health outcomes. Ensure proper utilization and management of all resources. Ensure integration of health services. Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Strengthen and ensure implementation of IDEAL clinic strategies. Ability to handle obstetric, emergencies and high risk conditions. Assist unit Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits. Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof. Display knowledge on basic computer skills to be able to compile and submit reports.

ENQUIRIES : Mrs. N.O Ndwendwe Tel No: (039) 318 1113

APPLICATIONS : all applications should be forwarded to: The Chief Executive Officer, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

FOR ATTENTION : Human Resource Manager

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 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.

CLOSING DATE : 13 October 2023

POST 35/136 : **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 14/2023**

SALARY : Grade 1: R431 265 per annum
Grade 2: R 559 686 per annum
Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE : Gamalakhe CHC-Outreach

REQUIREMENTS : Senior Certificate (Grade 12), Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse. Current registration with SANC (2023 Receipt). Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant

legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs. Driving skills.

DUTIES : Provision of an integrated primary health care services to the community and refer to relevant structures for further management. Provision of good quality care according to National Core Standards, ideal clinic components and PHC package. Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services for the clients and the community. Co-ordinate services within the facility and in the community e.g. Adolescents and Youth, Mom connect and CCMDD services. Screening, diagnosis, treatment and care. Supervise all Community Health Workers and other OTLs. Management of all resources for quality care. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Collect, verify and validate all outreach statistics. Conduct trainings of CHWs and OTLs. Write all standard reports of the Outreach teams. Monitor profiling of community households. Attend Sukumasakhe meeting of all Wards within the catchment area. Monitoring and evaluation of all priority indicators performance. Organize and supervise all Phila Mntwana centers, Adherence clubs and Pack-up points. Apply strategies to improve all health indicators. Strengthen and ensure implementation of IDEAL clinic strategies. Motivate staff regarding development in order to increase level of expertise and assist. patients and families to develop a sense of self care. Advocate for Nursing Professionalism and Ethics.

ENQUIRIES : Ms. GB Tshiseka Tel No: (039) 318 1113

APPLICATIONS : all applications should be forwarded to: The Chief Executive Officer, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

FOR ATTENTION : Human Resource Manager

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 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.

CLOSING DATE : 13 October 2023

POST 35/137 : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: CBH37/ 2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: Medical Aid: optional, commuted overtime, 13th Cheque, 8% Rural Allowance

CENTRE : Catherine Booth Hospital
REQUIREMENTS : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Ophthalmology accredited with SANC. 4 years experience in nursing after registration with SANC as General Nurse. Current SANC annual practicing certificate. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills. Basic financial management.

DUTIES : Manage ophthalmic services as per policies /protocols/ rules and regulation of the DOH and SANC. Provide in –service training to all professional nurses in all facilities. Supervise staff and patient care. Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs as required by DOH standards. Participate in the planning for all ward activities and equipment. Manage all complications in the absence of the doctor and report. Ensure all policies and SOP's of the unit are updated. Ensure all protocols and guidelines are available and known by the staff in all facilities. Maintain ethics and professionalism conduct.

<u>ENQUIRIES</u>	:	Mrs. P.Z. Mbonambi Tel No: (035) 474 8402
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801 (from 07:30am to 16:00pm- Monday to Friday).
<u>NOTE</u>	:	The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website- www.kznhealth.gov.za , A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. 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 an interview. It is applicants' responsibilities who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post. Preference will be given to African Male.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/138</u>	:	<u>OCCUPATIONAL HEALTH NURSE REF NO: EST/65/2023 (X1 POST)</u> Re-Advertisement
<u>SALARY</u>	:	Grade 1: R431 265– R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits:13 th Cheque, Rural allowance, Medical Aid (Optional) and Home Owner Allowance (employee must meet prescribed
<u>CENTRE</u>	:	Estcourt District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate – Grade 12, Degree/Diploma in General nursing and Midwifery plus 1 year post basic Qualification in Occupational Health, Current registration with SANC as General Nurse and Occupational Health Nurse. Recommendations: Valid driver's licence. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Occupational Health. Knowledge, Skills and Competencies: Sound knowledge of Occupational Health and Safety Act No. 85/1993. Compensation for Occupational Injuries & Disease Act No. 130/1993 and other Public Service regulations. Ability to uphold high level of confidentiality. Computer skills in basic programs. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Ability to make independent decisions and adhere knowledge of infection, prevention and control policies. Ability to formulate patient care related policies.
<u>DUTIES</u>	:	Provide support and assistant to ensure optimal health status for all employees in the institution and clinics. Roll out Occupational Health programmes for the Hospital and Clinics. Conduct baseline medical surveillance, periodical and exit medical examinations for the Hospital and Clinics. Execute all duties, functions and responsibility in compliance with Occupational Health and Safety Act and other relevant legislation. Compile and submit occupational health statistics. Maintain accurate staff records and submit reports to relevant stakeholders. Ensure the unit complies with infection with infection prevention control as well as Occupational Health and safety policies. Advocate a proper health care treatment and willingness to respond to employee's needs, requirements and expectations. Maintain accreditation standards by ensuring compliance with norms and standards. Develop quality improvement plans, strategic, plan, policies and procedures for the unit. Manage and supervise effective utilisation of all resources i.e. Human, Financial, Material. Participate in disaster preparedness programs within the institution. Assist the unit manager with

		overall management and necessary support for effective functioning. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and stock. Home visitation of sick staff.
<u>ENQUIRIES</u>	:	Mr. S.S. Manyathi Tel No: (036) 342 7094
<u>APPLICATIONS</u>	:	All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.
<u>NOTE</u>	:	Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed. Please note that to due financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/139</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE1 OR GRADE 2: REF NO: ITSH33/2023 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee must meet Prescribed Requirement and Medical Aid (Optional)
<u>CENTRE</u>	:	Itshelejuba Hospital: Pongola Clinic Gateway Clinic KwaNkundla Clinic Belgrade Clinic Ncotshane Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience as General Nurse, Grade 2: A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Sound Management and negotiation skills. Knowledge of Labour Relations, Clinical Competences, Knowledge of nursing care delivery approaches.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC re-engineering, Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care, Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts, Plan and organise own work and that of support personnel to ensure proper nursing care, Be able to implement the institutional major incident (disaster) plan as required, Work as part of the multidisciplinary team to ensure good nursing care, Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required, Participate in the analysis and formulation of nursing SOP's and procedures, Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager, Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity, Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences, Display a concern for patients, promoting and

advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles, Promote quality of nursing care as directed by standards at primary health care facilities, Manage all resources within the facility effectively and efficiently to ensure optimum service delivery.

**ENQUIRIES
APPLICATIONS**

: All enquiries should be directed to Ms. CN Mwelase Tel No: (034) 4134000
: All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

NOTE

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 13 October 2023

POST 35/140

: **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO:
ITSH 38/2023**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee must meet Prescribed Requirement and Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Itshelejuba Hospital
: **Grade 1:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in Specialty (diploma in Operating Theatre Technique). A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year Post Basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.

<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/141</u>	:	<u>PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 39/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee must meet Prescribed Requirement and Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital (Out Patient Department) Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Speciality- Diploma in Orthopaedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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 a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specialty. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good

communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

DUTIES

: Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effective and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopaedic patients in the ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopaedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

**ENQUIRIES
APPLICATIONS**

: All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000
 : All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

NOTE

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 13 October 2023

POST 35/142 : **PROFESSIONAL NURSE: ADVANCED MIDWIFERY SPECIALTY REF NO: RCH34/2023 (X1 POST)**

SALARY : R431 265 per annum. Plus 8% Rural Allowance 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed)

CENTRE : Richmond Clinic-Richmond Hospital

REQUIREMENTS : Degree/Diploma in General Nursing plus 1 year post basic qualification in Advanced Midwifery. Registration with SANC as a General Nurse, as an advanced Midwife. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the specialty (Advanced Midwifery). **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty (Advanced Midwifery). NB: Certificate of service from previous employers is compulsory (only when shortlisted), please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge, Skills and Competencies Required for the post: Demonstrate understanding of nursing legislation and related and ethical nursing practices within a primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices. Good communication skills. Good interpersonal skills.

DUTIES : Perform clinical nursing practice in accordance with the scope of practices and nursing standards as determined for primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care to primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient needs and expectations according to Batho Pele principles. Promote quality of nursing care as directed by standards at primary health facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum manage them or refer them according to policy. Develop mission and vision and objective for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meeting. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs. N.A Mbana Tel No: (033) 212 2170

APPLICATIONS : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital, Private Bag X133, Richmond, 3780.

FOR ATTENTION : Mrs. SR Ranjoomia

NOTE : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 13 October 2023

POST 35/143 : **PROFESSIONAL NURSE: ADVANCED MIDWIFERY SPECIALTY RCH35/2023 (X1 POST)**

SALARY : R431 265 per annum. Plus 8% Rural Allowance 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed)

CENTRE : Richmond Clinic-Richmond Hospital

REQUIREMENTS : Degree/Diploma in General Nursing plus 1 year post basic qualification in Advanced Midwifery. Registration with SANC as a General Nurse, as an advanced Midwife. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the specialty (Advanced Midwifery). **Grade 2:** Experience: A minimum of 14 years

appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty (Advanced Midwifery). NB: Certificate of service from previous employers is compulsory (only when shortlisted), please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge, Skills and Competencies Required for the post: Demonstrate understanding of nursing legislation and related and ethical nursing practices within a primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices. Good communication skills. Good interpersonal skills.

DUTIES

: Perform clinical nursing practice in accordance with the scope of practices and nursing standards as determined for primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care to primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient needs and expectations according to Batho Pele principles. Promote quality of nursing care as directed by standards at primary health facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum manage them or refer them according to policy. Develop mission and vision and objective for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meeting. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES

: Mrs. N.A Mbana Tel No: (033) 212 2170

APPLICATIONS

: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital, Private Bag X133, Richmond, 3780.

FOR ATTENTION NOTE

: Mrs.SR Ranjoomia

: The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE

: 13 October 2023

POST 35/144

: **PROFESSIONAL NURSE GRADE 1&2 SPECIALTY- PAEDIATRIC REF NO: LRH 58/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid optional), 8% inhospitable rural allowance.

CENTRE

: Ladysmith Regional Hospital

REQUIREMENTS

: Grade 12 (Senior Certificate) or equivalent qualification. Diploma/Degree in General nursing and Midwifery. Current Registration with SANC (2023). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in child nursing or critical care Nursing Science. appropriate/recognisable experience after registration in the specialty is recognised to determine the salary on appointment. only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. **Grade 1:** A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse Plus one year Post Basic Qualification in child nursing science or intensive / critical care Nursing Science or Neonatal Nursing science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse. At least 10 years of the period mentioned above must be appropriate/recognizable experience after obtaining one year Post Basic Qualification in child nursing science or intensive /critical care Nursing Science or Neonatal

Nursing Science. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Knowledge, Skills and Experience Required: Knowledge of nursing care process and procedures and other relevant legal framework. Labour relations and Grievance procedures. Good communication and interpersonal skills. Ability to make independent decisions. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Team building and supervisory skills. In depth Knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Provide optimal holistic specialised quality nursing care with set standards and relevant legal framework. Implement neonatal / child Health care programmes. Develop and implement quality assurance policies and operational plans. Implement standards, practices, criteria and indicators for quality nursing care (quality practice). Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Provide a safe, therapeutic and hygienic environment for the patient. Maintain clinical, professional and ethical standards. Maintain a constructive working relationship with the multi-disciplinary team. Assist with the administration and management of the Unit. Provide direct and indirect supervision. Ensure effective and efficient management of resources and availability of essential equipment. Support the Mother Baby friendly initiative. Participate in nursing audits and maintain accurate records. Train and supervise junior staff on neonatal programmes.

ENQUIRIES : Ms. T.M. Buthelezi Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospitalJobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

FOR ATTENTION NOTE : Mr S.L.Dlozi
 : The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application only when shortlisted). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 13 October 2023

POST 35/145 : **PROFESSIONAL NURSE GRADE1&2 SPECIALTY-OPERATING THEATRE& CSSD REF NO: LRH 60/2023 (X2 POSTS)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: 13th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid optional), 8% inhospitable rural allowance.

CENTRE : Ladysmith Regional Hospital
REQUIREMENTS : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus. A post-basic

nursing qualification with a duration of at least 1 year accredited with SANC in Theatre Tech Nursing Science. appropriate/recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after Registration as a Professional Nurse General with the SANC. A post-basic qualification with a duration of at least 1 year Accredited with the SANC of SA in Theater tech. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after Registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Knowledge, Skills and Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele).

DUTIES : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients' needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement.

ENQUIRIES : Ms. T.M. Buthelezi Tel No: (036) 637 2111
APPLICATIONS : All applications should be emailed to LadysmithHospitalJobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi
NOTE : The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application only when shortlisted). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 13 October 2023

<u>POST 35/146</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) REF NO: ETH DO 10/2023 (X1 POST)</u> Nature of appointment: Permanent
<u>SALARY</u>	:	R424 104 per annum (Level 09). plus benefits 13 th cheque, homeowner's allowance employers' contribution to pension and medical aid (optional – employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	Ethekwini District Office Bachelor degree/ National Diploma in Financial Management/ Cost & Management Accounting/ Financial Accounting, 3-5 years supervisory experience in Public Service within Financial Administration/Management component (Accounts payable, voucher control, budget & expenditure management and reporting). Valid driver's license. Knowledge, Skills, Training and Competencies Required: Detailed knowledge of budgeting and financial management area of operation and associated processes. Ability to communicate with all stakeholders and role –players at all levels in clear and unambiguous language. Good knowledge of Public Finance Management as well as relevant Acts and Regulations Sound Management, negotiation, interpersonal and problem solving skills. Knowledge of Labour Relations, discipline and grievance procedure. Good Organizational and Planning skills and ability to make independent decisions. Knowledge of departmental and transversal systems e.g. (PERSAL, Vulindlela and BAS). Numerical skills and understanding of grant funding management. Knowledge of MS office Software applications.
<u>DUTIES</u>	:	Facilitate development of grant funding business plan per financial year, Coordinate, manage and collate/consolidate budget estimates for grant funding as per business plans, Facilitate the division/distribution of the budget allocation between all sub-programmes, Prepare, analyse and report on expenditure versus budget for the entire grant funding in the District, Manage, coordinate and provide guidance to cash flow meetings and spending patterns, Identify, rate and institute control measures to minimise financial risks in the district, Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and targets as per business plan, Provide regular reports pertaining to the grant performance e.g. DORA reports, variance reports, etc, Manage the journalising process within the institution, Ensure correct staff linking and verification within objectives and responsibility, Manage resources with the sub-directorate and Conduct support visits to institutions within the district.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Moodley Tel No: (031) 273 5321 all applications should be forwarded to: Email to: Nolindo.bitshana@kznhealth.gov.za Hand delivery: The HR Manager EThekwini District Office, 85 King Cetshwayo Highway Mayville Durban, 4000 Or Posted to: The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000.
<u>FOR ATTENTION NOTE</u>	:	Mrs MR Mkhize 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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.

<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/147</u>	:	<u>ASSISTANT DIRECTOR: HRM REF NO: IMBALCHC11/2023 (X1 POST)</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum. Allowances: 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Imbalenhle CHC
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), Degree/ National Diploma in Human Resource Management, Public Administration or Public Management, PLUS, 3 to 5 years Supervisory experience in Human Resource Management, PLUS, PERSAL service record stamped and endorsed by HR Manager. Recommendations: Must be in possession of PERSAL and computer literacy certificate, Unendorsed valid driving license. Knowledge, Skills, Trainings and Competencies: Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Public Service Regulations. Computer Literacy. Communication skills (Verbal and Written). Presentation skills. Interpersonal skills. Organising skills. NB: Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview.
<u>DUTIES</u>	:	Manage all Human Resources components i.e. Human Resource Practices, Human Resource Planning and development, Staff Relations and Employee Wellness. To ensure that Recruitment and Selection services are implemented in line with the departmental policies, Develop and implement the Human Resource Plan, Employment Equity Plan, and Workplace Skills Plan for the institution and monitor the implementation and adherence thereof. Participate in strategic and other planning processes within the institution. Develop human Resource policies that are in line with HR strategies of the department and ensure that they are implemented. Oversee the effective and efficient implementation of Performance and Development System. Identify training needs and ensure the implementation of suitable training programmes. Maintain discipline and ensure sound Labour Relations within the institution in terms of laid down policies and procedures. Ensure the high risks areas in human Resource Practices are effectively and efficiently managed guided by the departmental policies and procedures. Ensure adequate availability and efficient utilization and retention of staff. Plan, monitor and control the use of budget and other resources allocated to Human Resource Department. Management of the day to day functioning of the Human Resource Department in the institution to ensure the rendering of high quality HR services. Provide expert advice to management in all aspects of human Resource Management. Participation in the ideal clinic assessment.
<u>ENQUIRIES</u>	:	Mrs XNT Mtunzi at 063 406 3128
<u>APPLICATIONS</u>	:	must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered to the Office of the Chief Executive Officer at Imbalenhle Community Health Centre, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/148</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: PMMH/ADCA/1/2023 (X1 POST)</u> Component: Contract Management- (reporting to Systems Management)
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09). Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	:	Qualification: Degree/ National Diploma in Law/ Public Administration or equivalent qualification. Experience: 3-5 years clerical/ administrative experience functional in a contract management environment. Knowledge, Skills, Training and Competencies. Knowledge: Knowledge of PFMA, Treasury Regulations and applicable legislations governing contract management, internal policies. Understanding of different contracting models for implementation of projects. Ability to resolve contract related disputes and provide advices on handling of contract breaches. Policy development and implementation. Skills: Computer literacy in MS Office; Excellent writing, analytical, communication, presentation and facilitation skills; Stakeholder management and understanding of government processes, planning and

organising, problem solving, attention to detail, Self-starter with good negotiation skills, Ability to manage multiple tasks. Values/ Attributes: Innovation, concern for excellence, courtesy, drive & enthusiasm, interpersonal relations.

DUTIES

: Examine performance requirements and delivery schedules of services provided by private companies to ensure compliance with service level agreements. Advise management timeously of expiry of contracts. Identify service deficiencies and recommend strategies to reduce shortcomings. Manage and implement mutual acceptable amendments to the agreement, record all requested agreement changes, ensure they have been evaluated and record the nature of such changes. Develop internal & external communication plan that addresses formal meetings and required reports. Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage resources of the Division.

**ENQUIRIES
APPLICATIONS**

: Mr K.N Ngcobo Tel No: (031) 907 8615
: to be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION
NOTE**

: Mr. M.F Mlambo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (ONLY). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH/AD/PHARM/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 13 October 2023

<u>POST 35/149</u>	:	<u>DENTAL THERAPIST REF NO: GAM CHC 15/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R420 015 per annum Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC Senior Certificate (Grade 12), Degree in Dental Therapy plus Registration Certificate with HPCSA as Dental Therapist. Current registration with HPCSA (2023 Receipt). Grade 1: No Experience Required. Grade 2: Bachelor of Dental Therapy and a certificate of registration with the HPCSA plus 10 year's appropriate experience after registration as a Dental Therapist. Grade 3: Bachelor of Dental Therapist and certificate of registration with HPCSA plus 20 year's appropriate experience after registration as a Dental Therapist. Knowledge, Skills and Competencies: Knowledge and understanding of the legislative prescription governing the Public Service. Ability to communicate effectively with all levels of Staff and the public. Computer skills in basic programs and be able to work under pressure. Presentation, planning, organising, decision making and problem solving abilities.
<u>DUTIES</u>	:	Render clinical dental services within the institution, including travelling to the clinics. Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum: extractions, restorative care, preventative care, pathology, infection control, waste management, etc.) Ensure appropriate referral system of patients. Provide and ensure quality health care and information management including generation, collection, collation, and analysis of data. Implement departmental policies. Ensure oral health promotion and patient education. Participate in oral health month activities (i.e., screening, health talks, etc.) Conduct service need index screening at schools (OHI/OHE, Fluoride, referrals). Conduct oral health education to patients and identified groups (e.g. Wards, interdepartmental trainings, school children, clinics etc.)
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Dr. PF Shongwe Tel No: (039) 318 1113 all applications should be forwarded to: The Chief Executive Officer, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249. Human Resource Manager 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.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/150</u>	:	<u>EMPLOYEE ASSISTANT PRACTITIONER (EAP) REF NO: SAH 35/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum. Other Benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	St Andrews Hospital Senior Certificate (Standard 10/Grade 12) or equivalent plus, Bachelor's Degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness/Nursing/Healthcare and Therapy plus, Current registration with the relevant statutory body e.g. South African Council for Social Services Professions (SACSSP), South African Nursing Council, etc plus 3-5 years' experience in the Employee Wellness Field. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of the Public Sector, Employee Wellness and developing guidelines and Standards, Knowledge of Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management, etc, Knowledge of National, Provincial and Departmental policies, prescripts and legislations, Knowledge of HIV/AIDS Counselling and crisis management, Ability to display problem solving and analytical thinking skills, Ability to display research analysis, presentation and excellent report writing and general,

Writing skills, Boasts project planning and management, change management and facilitation skills, Boasts time management, policy development, and communication and conflict Management skills, Boasts good interpersonal relations and the ability to deal with all levels of management, Boasts computer literacy, tact and diplomacy skills, Boasts planning, organizational and leadership skills, Boasts honesty and integrity, respect/courtesy and confidentiality, Boasts fairness and objectivity, diligence and loyalty, reliability, professionalism, innovative and team orientatedness, Ability to work under pressure.

DUTIES : Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level, Establish and facilitate Employee Wellness Programmes based on policies, trends, needs and case analysis, and Monitor and evaluate the Employee Wellness Programme, and: Provide an assessment, referral, intervention and appropriate counselling and aftercare Services to employees at the institution based on relevant qualifications and experience, Market and Promote EWP services within the institution, Ensure the implementation of Special Programmes such as HCT, Financial Wellness, that Is, retirement planning, garnishee management, financial education, as well as Substance Abuse and absenteeism management, To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level, Establish and facilitate Employee Wellness Programmes, Monitor and evaluate the Employee Wellness Programme, Marketing and Promotion of Employee Wellness Programme within institution, Co-ordinate sport activities for staff at the facility.

ENQUIRIES : Ms NV Ndlovu Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to: Standrewshospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION : Human Resources Management

NOTE : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 13 October 2023

POST 35/151 : **DENTAL THERAPIST (GRADE 1) REF NO: DANHC 35/2023 (X1 POST)**

SALARY : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met. Prescribed requirements must be met.

<u>CENTRE REQUIREMENTS</u>	: Dannhauser CHC : Grade 12 senior certificate. Bachelor's Degree in Dental Therapy. Current registration with the HPCSA as a Dental Therapy. Driver's License. Experience: Grade 1: No experience after registration with the Health Profession Council of South Africa (HPCSA) as a Dental Therapist. Experience: Grade 2: A minimum of 10 years appropriate /recognisable experience after registration with HPCSA as a Dental Therapist. Experience: Grade 3: A minimum of 20 years appropriate /recognisable experience after registration with HPCSA as a Dental Therapist. Knowledge, Skills, Training and Competencies Required for the post: Knowledge and understanding of the legislative prescript governing the public service. Ability to communicate effectively with all levels of staff and the public. Computer literacy. Ability to work under pressure. Presentation, planning and organising skills. Ability to manage conflict and apply discipline. Decision making and problem solving skills.
<u>DUTIES</u>	: Render clinical dental services within the CHC including clinics. Ensure appropriate management. ensure appropriate management and treatment of dental patients. Render quality oral health care to patients. Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, and analysis of data. Implement departmental policies. Ensure oral health promotion and patient education. Conduct oral health education to patients and identified group. Interdepartmental training, school children, clinics. Participate in oral health month activities. Conduct service index screening at schools. Carry out any clinical duties as allocated by the supervisor. Responsible for dental extractions. Take dental impressions and dental radiograph. Recognise, identify and interpret abnormalities and common pathology.
<u>ENQUIRIES APPLICATIONS</u>	: Dr Mtshali Tel No: (034) 621 6188 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.
<u>FOR ATTENTION NOTE</u>	: Mrs DBP Buthelezi : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.
<u>CLOSING DATE</u>	: 13 October 2023
<u>POST 35/152</u>	: <u>OCCUPATIONAL THERAPIST REF NO: DANCHC 32/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.
<u>CENTRE REQUIREMENTS</u>	: Dannhauser CHC : Grade 12(Senior Certificate) or equivalent qualification. Degree in Occupational Therapist. Current registration with HPCSA as an Occupational Therapist. Driver's license. Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. experience: Grade 2: A minimum of 10 years appropriate /recognisable experience as Occupational Therapist after registration with HPCSA as an Occupational Therapist.

Experience: **Grade 3:** A minimum of 20 years appropriate /recognisable experience as Occupational Therapist after registration with HPCSA as an Occupational Therapist. Knowledge, Skills, Training and Competencies Required for the post: Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies. Sound knowledge in the application of clinical Occupational Therapy theory, practice and ethics. Good communication, team building and problem solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to communicate in a professional manner at all times.

DUTIES : To provide high quality diagnostic and therapeutic Occupational Therapy services according to patients needs and to provide patients with factual information on occupational therapy. Provision of mental health groups and individual therapy within allocated wards and as per the expectation of the respective multi-disciplinary team. Ensure the provision of high quality vocational rehabilitation services to patients and the management of these projects. Execute all clinical procedures and programs competently utilizing available resources effectively and efficiently. Compile reports and memos as required within the ambit of the delegations and environment. To participate and contribute to the overall wellbeing of the patients in the multi-disciplinary team effort in treatment and psychosocial rehabilitation of patients. Active involvement in creation and implementation of psychosocial rehabilitation programs and activities. To maintain and demonstrate commitment to continuous professional development programs. To maintain clinical profiles on individual patients. To promote the implementation of Batho Pele Principles in the execution of duties for effective service delivery. Supervise allocated community services trainee according to the agreement with the department and contribute to related training activities. Manage allocated human resources including supervision and performance appraisal according to regulations of the department, public service and the HPCSA.

ENQUIRIES : Dr FP Mtshali Tel No: (034) 621 6188
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

CLOSING DATE : 13 October 2023

POST 35/153 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CJMH 25/2023 (X1 POST)**
 those who had previously applied need to re- apply.

SALARY : R359 517 per annum (Level 08). Other benefits: 13th Cheque, Medical Aid (Optional), Home owners Allowance (Employee must meet prescribed requirements)

CENTRE : Charles Johnson Memorial Hospital
REQUIREMENTS : Grade 12 / Senior Certificate. Three years Bachelor Degree/National Diploma in Public Administration, Public Management plus at least three years (3) appropriate experience in Systems Component. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by HR department. Recommendation: Computer literacy. Valid driver's license.

		Knowledge, Skills Training and Competencies Required: Knowledge and experience in Public Service, PFMA, Treasury Regulation, Legislation ETC. Knowledge of Labour Relations. Leadership skills and ability to supervise. Good communication and interpersonal relations. Management discipline and grievance skills. Cross culture awareness.
<u>DUTIES</u>	:	To ensure proper management and optimal usage in cost effective manner, and maintaining the overall control of the following areas: Laundry Services, Registry Cleaning Services, Telecommunication Services, registry, Information Systems and Technology services, Gardening and Grounds Services, Patient Administration, Mortuary, Housekeeping, Security services, Transport services and Catering services within the institution. Training and development of staff to deliver efficient exercise budget and expenditure control. Implement, monitor and evaluate staff performance management in the various departments under your control. Monitor and advise contractors in order to deliver quality services. Maintain adequate availability and efficient utilization of staff in all sub-section. Oversee risk management systems at the institution to ensure that an effective, up to date disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Contribute as member of multi-disciplinary management team towards the effective and efficient management of the institution. Deputizing as the systems head in the absence of the Assistant Director: facilities management.
<u>ENQUIRIES</u>	:	Mr. T. D. Ndaba Tel No: (034) 271 6410
<u>APPLICATIONS</u>	:	All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office, Lot 92, Hlubi Street C. J. M. Hospital, Nqutu, 3135.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Due to cost containment no S&T or relocation expenses will be paid.
<u>CLOSING DATE</u>	:	13 October 2023. No late applications beyond 16h00 of the closing date will be considered.
<u>POST 35/154</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 & 3 REF NO: LRH 57/2023 (X1 POST)</u> Component: Radiology
<u>SALARY</u>	:	Grade 1 R359 622 - R408 201 per annum Grade 2: R 420 015 - R477 771 per annum Grade 3: R 491 676 - R595 251 per annum Other Benefits: 13th Cheque, Housing Allowance (employees must Meet the prescribed requirements), (Medical Aid Optional)
<u>CENTRE</u>	:	Ladysmith Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Matric) Certificate. National Diploma/Degree in Diagnostic Radiography. Registration with the HPCSA as a Diagnostic Radiographer (Independent Practice). Current registration as a Diagnostic Radiographer (2023/2024). Grade 1: No Experience after registration with HPCSA in respect of RSA qualified who have performed community services, and 1 year appropriate/recognizable experience in respect of foreign qualified not required to perform community service. Grade 2: minimum of 10 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services, and 11 year appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. Grade 3: Minimum of 20 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services, and 21 year appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Knowledge, Skills, Training and Competences Required. Sound knowledge of Diagnostic Radiography procedures, including computed tomography and fluoroscopy, and equipment. Sound knowledge of radiation control and safety measures. Computer literacy. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests.

- DUTIES** : To provide high quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To perform reception, clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations. To participate in quality assurance and quality improvement projects. To participate and comply with National core standards.
- ENQUIRIES APPLICATIONS** : Mr. B. Mbana (Assistant Director Radiography) Tel No: (036) 6372111
: should be emailed to LadysmithHospitalJobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
- FOR ATTENTION NOTE** : Mr S.L.Dlozi
: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application only when shortlisted). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 13 October 2023
- POST 35/155** : **SOCIAL WORKER REF NO: CBH36/2023**
- SALARY** : Grade 1: R294 411 - R338 712 per annum
Grade 2: R359 520 - R410 289 per annum
Other benefits: Medical aid (optional), 13th cheque, Housing allowance:
Employee must meet the requirements.
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
: Grade 12/ Senior certificate, Bachelor degree of Social Work, Current, registration with the South African Council for Social Services Professions, Driver's license, Applicants in possession of foreign qualifications, only shortlisted candidates will submit an evaluation certificate from the South African Qualification Authority (SAQA), **Grade 1:** No experience required, **Grade 2:** Ten (10) years experience after registration with the South African Council for Social Services Professions as a social worker. Sound knowledge and understanding of human behaviour, Department of Health Legislations, Framework, Regulations, Conflict Management, Groups Facilitation, Family Therapy, counselling, decision making, problem solving ability to work under pressure with good tact diplomacy, advocacy, understanding DOH referral path ways, Time management, Policy Development , Planning and organizing skills, Good Interpersonal relations, communication, facilitation presentation and report writing, innovation skills, sound professional and ethical behaviour, including professionalism, team orientation and good working relation with multidisciplinary team member, reliability , integrity and confidentiality.
- DUTIES** : Ensure the rendering of Social Work Programs which are in line with Psychosocial Rehabilitation to Mental Health Care Users, To conduct home visit to assess the home circumstances and support system of the mental

health care user, To obtain information about Mental Health Care user and family with an aim of assessing their personal and home circumstances, Identify and make the recommendations on the appropriate interventions required to render Psychosocial Rehabilitation, Family Therapy, Family, Reunification and Community integration in line with Mental Health Act no 17 of 2023, Rendering individual counselling , Group Therapy and Community meetings to state presidents Patients, their families and community for successful reintegration, Ensure rendering of Quality Social Work services to Mental Health Care Users and their family and communities, Adhere to the Referral Pathway of Department of Health as Provided for in the National Health Policy Framework and Strategic Plan, Study, interpret, apply and give information on legislation and policies in the identified work field to social auxiliary workers, students, volunteers and the other role players or stakeholders, Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts, Monitor and study social service, legal and policy framework continuously, undertake first level Social Work Research and Developments, engage in continuous professional development as prescribed.

**ENQUIRIES
APPLICATIONS**

: Dr SM Dlula (Acting Medical Manager) Tel No: (035) 474 8407/8/9
 : All application should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or hand delivered to Kwa-Khoza Reserve, Ezingwenya area, Amatikulu, 3801 (from 07:30am to 16:00pm- Monday to Friday).

NOTE

: The following documents must be submitted: Application for employment form (Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post. Preference will be given to African Male.

CLOSING DATE

: 13 October 2023

POST 35/156

: **ADMINISTRATION CLERK SUPERVISOR (GENERAL) REF NO: VRH 15/2023**

SALARY

: R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Vryheid District Hospital
 : Senior Certificate / Matric grade 12. 3-5 years' experience in Clerical / Administrative experience in patients records Administration in a Hospital environment, Valid driver's license. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Recommendation Registry management course and /or records management course will be an added advantage. Knowledge, Skills, Training and Competencies Required: Possess knowledge of the functions and regulations applicable to the area of operation. Applicable Public service policies, legislations and procedures including but not limited to Batho Pele Principles, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, and Public Finance Management Act. Possess sound knowledge of Department of health general filing system, disposable procedures, Standard Operating Procedures for filing and Hospital Fees Manual. Be computer literate with proficiency in Ms Word, Excel, Outlook and PowerPoint applications and knowledge of IT equipment operation e.g., including printer, copier, facsimile, scanner and data-projects. Information and record management, including collection, collation and dissemination of data/statistics. Have report writing skills. Have advance written communication, verbal and non-verbal skills. Have good financial

management, time management, team building and organisational skills. Excellent analytical and problem solving skills. Have good telephone etiquette and people's skills. Have sound organizational skills and able to operate independently to act with tact and discretion. Be willing to work shifts whenever it is required.

DUTIES : Ensure maintenance, storing and retrieving of all manual and electronic medical records within the facility's patient records department in accordance with applicable policies and guidelines designed to facilitate effective and efficient handling of records. Ensure mortuary department within the hospital complies with recommended standards for Mortuary facilities and Departmental policy directives. Ensure effective and efficient Porter and messenger services. Design and ensure implementation of records retention and disposal schedules, also advising on policies and records classification systems. Facilitates the development of the structure of health information management system that is easily accessible, organized, protects patients confidentiality and compliant to policy directives and procedures. Effectively manage all resources allocated to the component. Ensure that patients information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure Proper Management and control of MVA Patients files. Ensure the proper management of attorney applications for patient records. Champion the E Health system at the hospital and HPRS systems at clinics. Be responsible for management control and monitoring of revenue collection at the admission section. Oversee and report on the status of patient records administration at clinics.

ENQUIRIES : Mr S Pillay (Assistant Director Facilities management) Tel No: (034) 982 2111, ext. 5927

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.

NOTE : The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 20 October 2023

POST 35/157 : **ADMINISTRATIVE CLERK SUPERVISOR-GENERAL REF NO: NDH 2023/21 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Northdale Hospital

REQUIREMENTS : Senior Certificate (Grade 12) or equipment qualification. 3-5 years appropriate experience in Patient Administration. Certificate of service endorsed by HR department. NB: Only shortlisted candidates will be required to submit certified

document on or before the day of the interview following communication from HR. Recommendation: Unendorsed/Valid driver's License. Computer Literacy. Knowledge, Skills and Competencies Required for the post: Knowledge of legislative, prescripts governing the public service e.g. treasury regulations, archives act, hospital fees manual, practice notes and any other related acts. Knowledge of uniform patient fees schedule and ICD 10 coding. Strong leadership qualities good decision making, communication skills and problem solving skills. Excellent customer and interpersonal and team building skills. Ability to work under pressure and meet set deadlines. Knowledge and ability to handle cash register machine. Must be driven, courteous and enthusiastic and demonstrate high level of efficiency and display high level of planning and organizational skills.

DUTIES : Ensure effective, efficient and economical utilization of resources allocated to patient administration and including the development of staff. Manage the following areas to ensure efficiency and cost effectiveness in patient administration, medical records and mortuary. Ensure that patient registration and assessment are carried out correct and accurate. Monitor generation of revenue in accordance with public finance management act and other policies. Ensure compliance with all statutory regulations and policies. Manage performance and development of staff and comply with the legislative prescripts of the department. Train, develop and monitor staff in order to improve service delivery. Ensure that the patients are registered timeously and proceed to their respective clinics and do monthly statistic for patient administration and mortuary. Regularly conduct internal audits in patient administration, medical records and mortuary. Conduct the maintenance, disposal and duration of medical records in accordance with the laid down procedures. Check and sign monthly statistics return of out-patient department headcounter, admission, discharge, classification and assessment of patients accounts registers in accordance with laid down procedure (fees manual)

ENQUIRIES : Mr. WL Malevu Tel No: (033) 387 9020
APPLICATIONS : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NR Madlala
NOTE : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 13 October 2023

POST 35/158 : **ADMINISTRATIVE CLERK SUPERVISOR: TRANSPORT REF NO: NDH2023/22 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Northdale Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equipment qualification. 3-5 years appropriate experience in Fleet/Transport Administration. Certificate of service endorsed by HR department. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Recommendation: Unendorsed/Valid driver's License. Computer Literacy. National Diploma/Degree in Fleet Management or Transport Logistics. Knowledge, Skills and Experience: Interpersonal skills and good report writing. Strong Leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Supervisory skills, knowledge of vehicle maintenance and service procedure. Knowledge of fleet disposal and knowledge of traffic laws. Knowledge and understanding of legislative framework governing the public service.

DUTIES : Allocate of state/government vehicles to the drivers for official use. Ensure that drivers and other officials have valid drivers' license before issuing them with state vehicle. Ensure that trip inspection is performed, make sure that all state vehicles are roadworthy and ensure that all state vehicles are clean at all times. Monitor utilization of petrol cards and analyses the transaction reports from the bank and ensure that petrol cards are available and valid. Compile monthly reports, update the invoices received, register the invoices on monthly basis

and complete state vehicles log-sheets. Manage performance and development of transport staff and comply with the legislative prescripts of the Department. Ensure that vehicle service plan is available, all vehicle are booked on time for services and repairs without compromising the services delivery. Ensure that the institution have full and functional Accident Committee. Monitor the vehicle expenditure and ensure that all the repairs and services are cost effective. Ensure that all the addendums are presented at the Cash Flow Committee meeting.

ENQUIRIES : Mr. WL Malevu Tel No: (033) 387 9020
APPLICATIONS : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs NR Madlala
CLOSING DATE : 13 October 2023

POST 35/159 : **ADMINISTRATIVE SUPERVISOR: PATIENT ADMINISTRATION REF NO: EB27/2023 (X1 POST)**

SALARY : R294 321 – R343 815 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE : East Boom CHC
REQUIREMENTS : Senior Certificate (Grade 12, 3 to 5 years' experience in Patient Administration. Computer literacy (MS Word, Excel, PowerPoint, Outlook) Proof of previous and current work experience in Patient Administration endorsed by your Human Resource Department. Proof will only be required from shortlisted candidates. Recommendations: Valid code 08/10 drivers licence, National Diploma in Public Management. Knowledge, Skills, Trainings and Competencies required for the post: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Relations, Basic Conditions of Employment Act and Public Finance Managers Act., Broad knowledge of HPRS system, Strong leadership qualities, good decision making, communication skills and problem solving skills, Ability to work under pressure and meet deadlines, Excellent customer care and interpersonal team building skills, Must be driven, courteous enthusiastic and demonstrate a high level of efficiency, Must be able to promote, practice and maintain patient confidentiality, Good report writing and presentation skills, Have a high level of planning and organisational skills.

DUTIES : Supervise the provision of a 24 hour Patient Administration Service, Ensure that effective systems are in place to facilitate appropriate management/registration of new patients and servicing repeat patients attending the Outpatients Department, Ensure effective, efficient utilisation of resources allocated to Patient Administration, including the development of staff, Provide mechanisms for the safe and efficient maintenance of patients medical records and other relevant records a per record management prescripts, Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records, Develop, implement and monitor measures aimed at reducing patient waiting times in Patient Administration, Receive, investigate and resolve all complaints promptly and efficiently and provide feedback to the necessary role players, Monitor and assess staff performance as per Key Performance Areas outlined on EPMSD and Job Description, Manage leave and absenteeism in accordance with Human Resource Policies, Uphold the principals of Batho Pele, Develop, implement and monitor Standard Operating Procedures and policies for improved service delivery, Manage conflict and grievances in an efficient and unbiased manner, Perform regular spot checks and after hour visits in Patient Administration, Completion and submission of monthly statistics, Ensure effective and efficient implementation of the HPRS for scanning, tracking and safe keeping of patient information, Ability to function in a resource constraint environment.

ENQUIRIES : Mr EJ Wynia Tel No: (033) 264 4904
APPLICATIONS : to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg, 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201.

FOR ATTENTION : Human Resource Practices
NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and

detailed curriculum vitae, only shortlisted candidates will be required to submit documents. Target group for this post is an African Male

CLOSING DATE : 13 October 2023

POST 35/160 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER- LOGISTICS REF NO: LRH 59/2023 (X1 POST)**

SALARY : R294 321 – R343 815 per annum. Other Benefits: 13th Cheque, Housing Allowance (employees must Meet the prescribed requirements), (Medical Aid optional)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
 Senior Certificate (Grade 12) Plus, Degree/National Diploma in supply Chain Management/Business Management or Public Management. A minimum of 3 to 5 years' experience in supply chain management environment. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Recommendation: Valid Code B driver's License (Code 8). Knowledge, Skills, Training and Competences Required: Knowledge of Treasury regulations and Public Finance Management Act. Constitution of republic of South Africa (as amended). Public service regulation. Knowledge of SCM Preferential Procurement Regulation 2022; Occupational Health and Safety Act; Batho Pele. Promotion of Access of information Act. Computer Literate with proficiency in MS Office software applications. Research and analysis, report writing and general writing. Problem solving, decision Making, risk management.

DUTIES : Maintain adequate availability of stock by ensuring timeous and continuous replenishment of stock. Maintain proper record of all inventory items by updating RIDV template. Ensure stocktaking is done on quarterly and annual basis. Prepare and submit monthly, quarterly and annual SCM reports within stipulated timeframes. Provide support to wards and clinics in terms of stock management. Manage accounts and systems by ensuring that payments are done within 30 days. Maintain a proper filing system and effective control of all records and registers. Manage purchase ordering process and safeguard SCM records for audit purposes.

ENQUIRIES APPLICATIONS : Mr S.P.Ndlovu (Assistant Director: Supply Chain) Tel No: (036) 638 0050
 : All applications should be emailed to LadysmithHospitalJobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE : Mr S.L.Dlozi
 : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/ certificates/ ID/Driver license/ qualifications on application only when shortlisted). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 13 October 2023

POST 35/161 : **HUMAN RESOURCE PRACTITIONER REF NO: UGU 08/2023 (X1 POST)**
Component: Human Resources

SALARY : R294 321 per annum
CENTRE : Ugu Health District Office
REQUIREMENTS : Grade 12, Minimum of 3-5 years' experience in Human Resource Management environment, recommended especially in HR Practices or HRD. Computer literacy, code 08 valid driver's license. Knowledge: Broad Knowledge and understanding of Human Resource Management In depth knowledge of Human Resources Practices. Good knowledge and understanding Of Employee Performance Management and Development System, Human Resource planning. In-depth knowledge of relevant acts, policies and regulations in HR management. Sound communication, analytical and decision making and presentation skills. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and financial management. Knowledge of computer software (Ms. Word, Excel, PowerPoint, Outlook).

DUTIES : Day-to-day management of Human Resources practices and ensure high quality of service. To properly check and approve transactions and give guidance to Human Resource Officers in respect of PERSAL functions. Ensure proper communication and provision of expert advice on matters related to Human Resources Practices. Ensure proper implementation of policies and procedures related to Human Resources. Ensure effective utilization of resources allocated to Human Resources Component including financial resources. Ensuring integrity of District training records and compiling of reports. Ensure Proper management of EPMDs for the District Office, EMS and Forensics. Ensure that all records are maintained and regularly updated. Ensure timeous submission of all necessary report relevant to HR practices and HRD. Ensure that employment practices i.e. recruitment and selection, appointment, verification of qualifications, security check, transfers and e-Disclosure are dealt with in accordance with the laid down policies and procedures. Effective management of normal overtime and commuted overtime. Ensure the recovery of staff debt in line with policies and procedures. Coordinate and Developing a Workplace Skills Plan (WSP) and WSP Implementation plan for the by determining training requirements, consolidating the WSP and WSP implementation plan for the District Office. Compile monthly, quarterly (QMR) and Annual (ATR) training report for the District Office. Co-ordinating, support, monitoring and evaluating staff training and development and Develop training solutions and conducting training, inclusive of Orientation of new employees. Implementation of EPMDs and monitor capturing of all EPMDs documents. Administer and co-ordinate Performance Management (EPMDs) to ensure departmental deadlines adherence and evaluations are conducted timeously. Ensure submission of performance agreements, reviews and assessment within the timelines. Assist with the management of quality checking of all EPMDs documents. Coordinate the development and implementation of the Integrated Human Resource Plan Employment Equity (EE) planning and reporting for District office. Ensuring the day-to-day function of the Human Resource Planning and Development component in District office.

ENQUIRIES : Mr. J.L. Majola Tel No: (039) 688 3038
APPLICATIONS : application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION : Mr. J.L. Majola
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). 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 reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA

Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.

CLOSING DATE : 13 October 2023

POST 35/162 : **PERSONAL ASSISTANT REF NO: GS 79/23**
Component: Office of The Chief Executive Officer

SALARY : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional and Housing Allowance) Employee Must Meet Prescribed Conditions

CENTRE : Greys Hospital: Pietermaritzburg

REQUIREMENTS : Senior Certificate (Standard 10/Grade 12) or equivalent, Secretarial/Administration Diploma or Certificate higher than Senior Certificate from a recognized higher education institution (Registered with the Department of Higher Education and Training in terms of the Higher Education Act of 1997, Three(3) to Five (5) years' clerical/administrative experience in rendering support service to senior executive management; Only shortlisted candidates will be required to submit proof of experience/ certificate of service endorsed by HR Department. Technical exercise will be done. Knowledge, Skills and Experience: General computer literacy. Good telephone etiquette and above average planning and organizing skills. Good people skills and high level of reliability. Good written and verbal communication skills and ability to communicate well with people at different levels and from different background. Ability to act with tact and discretion and to identify and handle confidential matters. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.

DUTIES : Provide effective and efficient personal assistant support services to the Chief Executive Officer by: Rendering secretarial and receptionist support services to the Chief Executive Officer; Receiving telephone calls and refer them to the correct officials if not meant for the Chief Executive Officer; Controlling incoming and outgoing correspondence and file and keep the mail register; Keeping records of appointments and events in the diary of the Chief Executive Officer; Ordering office supplies and keep register of goods ordered and issued; Operating office equipment like fax machines and photocopiers; Liaising with travel agencies to make travel arrangements for the Chief Executive Officer; Checking the arrangements when relevant documents are received; Arranging meetings and events for the Chief Executive Officer; Identifying venues, invite stakeholders, organize refreshments and set up schedules of meetings and events; Recording minutes of meetings; Drafting routine correspondence and reports; Maintaining a good filing system in the Office of the Chief Executive Officer; Tracking correspondence sent out from the office to ensure deadlines are kept on information required by the Chief Executive Officer; and Remaining abreast with the procedures and processes that apply in the Office of the Chief Executive Officer. Provide effective and efficient personnel administration support services by: Maintaining a leave register for the Office of the Chief Executive Officer. Keeping and maintain personnel records in the Office of the Chief Executive Officer. Keeping and maintain the attendance register in the Office of the Chief Executive Officer. Arranging travelling and accommodation logistics for the Chief Executive Officer. Provide effective and efficient financial administrative support services by: Capturing and updating financial reports in the Office of the Chief Executive Officer. Checking correctness of subsistence and travelling claims in the Office of the Chief Executive Officer. Submitting subsistence and travelling claims for approval. Consolidating documents for Cash Flow Committee Meetings.

ENQUIRIES : Mr BM Shezi Tel No: (033) 897 3321

APPLICATIONS : applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, White Male, Indian Male, and Coloured Male

CLOSING DATE : 16 October 2023

POST 35/163 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: GS 83/23**
Component: Supply Chain Management

SALARY : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional and Housing Allowance) Employee Must Meet Prescribed Conditions

CENTRE : Greys Hospital: Pietermaritzburg

REQUIREMENTS : Grade 12 or Equivalent. 3-5 Clerical/Administrative experience within Supply Chain Management Component. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department. Recommendation: Code 8/10 driver's license. Hospital environment experience. Knowledge, Skills and Experience: Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel. Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts. Good verbal and written communication skills. Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation. Sound knowledge of Warehouse/Logistic Management. Ability to work under pressure and team player. Good Organizational, planning, and team building skills. Ability to uphold confidentiality. Ability to plan, organize and meet deadlines.

DUTIES : Supervise Demand Management, Acquisition Management, Logistic Management, Warehouse Management and other SCM component delegated to supervise. Ensure procurement Plan is compiled and approved on time. Manage receiving of requisition (NSI/Replenishment) and ensure that are checked against approved procurement plan. Monitor management of contract. Supervise invitation of quotations. Ensure that goods and services are procured according to SCM prescripts. Supervise order issuing and manual payments process. Management of warehouse. Management of Assets & Disposal. Staff supervision.

ENQUIRIES : Mrs. B. Malwanda Tel No: (033) 897 3769

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, White Male, Indian male, Coloured Male

CLOSING DATE : 16 October 2023

POST 35/164 : **SECURITY OFFICER SUPERVISOR: SYSTEMS REF NO: HRM 74/2023 (X1 POST)**
Directorate: Systems

SALARY : R202 233 – R235 611 per annum (Level 05)

CENTRE : King Edward VIII Hospital Complex

REQUIREMENTS : Senior Certificate/Grade 12 Plus, 3 years' Security Experience. Recommendation: Intermediate computer literacy, Valid driver's license, Security Certificate of service (A minimum of 1 year of study) Grade B or C PSIRA Certificate and Knowledge of CCTV cameras operations. Knowledge, Skills, Training and Competencies Required: Knowledge of the relevant emergency procedures, Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures (eg MIS, NISA, Protection of information Act etc.) and the authority of security officers under this documents. Knowledge of legislation and procedures Act, Batho Pele Principles, Labour Relation ACT, and Human Rights Act. Be computer literate with proficiency in Microsoft office. Have a report writing, Supervisory and conflict management skills and have advance written communication verbal and non-verbal skills.

DUTIES : Supervise the Security Functions, performed by security officers determining training needs and ensure compliance with EPMDS policy, Supervise outsourced security service and oversee performance of staff and report thereon, Identify and report on safety hazards such as defects and breaches in perimeter and internal security, Formulate and implement internal policies relating to security safety standards within the institution. Provide security related services e.g. Administer key control system, identify risk and treats to the security of the department, conduct security investigations and write reports thereon, check incidents/occurrence books/registers conduct preliminary

		incident to investigating officers, Monitor access control to prevent unauthorized entry in the building and other premises. Determine rosters shift schedule and overtime for security officers/service providers.
<u>ENQUIRIES</u>	:	Dr NN Khuzwayo Tel No: (031) 360 3022/3853
<u>APPLICATIONS</u>	:	must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin. Building or email. Lindokuhle.Ngcobo2@kznhealth.gov.za
<u>NOTE</u>	:	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. 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. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. 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)
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 35/165</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: DANCHC 36/2023 (X1 POST)</u> Re-Advertisement: Those who previously applied need not to re-apply
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 05). Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met Prescribed requirements.
<u>CENTRE</u>	:	Dannhauser CHC
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate). A minimum of 6 years or more experience in the security field. Firearm Certificate. Experience: A minimum of six (06) years or more experience in the security field. Valid Driver's License. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of Human Resource. Knowledge of Occupational Health and Safety. Sound knowledge of the Security Management Services. Knowledge of the Public Service Regulations and Labour Relations, Security Legislation and Policies. Possess fire arms and safety management skills. Have excellent verbal and written communication and interpersonal skills. Have investigating, conflict resolution and problem solving skills. Be computer literate.
<u>DUTIES</u>	:	Provide security related services, identify risk and threats to the security of the department, conduct security investigation and write reports, check incidents/occurrence books/ registers. Monitor access control to prevent unauthorised entry buildings and other premises. Report all incidents and any identified non-compliance relating to security prescripts, supervise the security functions performed by security officers, control leave and related personnel matters in line with HR procedure and prescripts, ensure the authorisation of equipment, documents and stores into or out of the building or premises, identify and report on safety hazards such as defects and breaches in perimeter and internal security, inspect perimeters to ensure that it is safe and that security is not compromised, update all registers for the incidents observed, formulate and implement internal policies relating to security safety standards within the institution, formulate and update policies for the institution, implement the policies in the institution and monitor compliance, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards.
<u>ENQUIRIES</u>	:	Mr B.N. Manatha Tel No: (034) 621 6100
<u>APPLICATIONS</u>	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080

FOR ATTENTION NOTE : Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

CLOSING DATE : 13 October 2023

POST 35/166 : **FORENSIC PATHOLOGY OFFICER REF NO: UGU 09/2023 (X1 POST)**
 Component: Park Rynie Medoco-Legal Mortuary

SALARY CENTRE REQUIREMENTS : R196 536 per annum
 : Ugu Health District Office
 : Grade 12, code 08 valid driver's license. Knowledge: Knowledge of Mortuary administrative processes and policies, Knowledge of Medico-legal protocols and prescripts, Knowledge of criminal justice system, Knowledge of waste management policy, Knowledge of infection control protocols and OHS, Knowledge of cleaning materials and use of cleaning equipment.

DUTIES : To provide an efficient and effective administrative autopsy service - Preparation of relevant documentation required during autopsy process, Identification of body to doctor, Taking of verbatim notes as dictated by the doctor, Fingerprinting of deceased for identification of deceased, Photographing (including downloading of images into relevant database) for identification and record keeping, Collection of exhibits and samples/specimens under direct supervision of medical practitioner, Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence, Maintain chain of evidence register, Assist families with identification process. To provide an effective transportation service in the collection and off-loading of bodies from crime scene to the mortuary; Collection and transportation of corpse between death scene and medico legal mortuary including loading and off-loading of corpse, Ensure completion of all relevant documentation necessary in the collection and transportation process, Admission of bodies into medico legal mortuary in accordance with prescripts. To maintain a technical autopsy service; Perform reconstruction of a corpse under direction/instruction/supervision of the Medical Officer in charge of the case/s, Movement and weighing of corpse, Ensure washing, shrouding and labelling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition, Handle and safe guard property of deceased and disposal of property to next-of-kin in the prescribed manner. To perform all administrative duties including registry, fleet, assets and stock control activities; Typing of all post mortem reports and any other subsequent documentation generated as a result of the post mortem examination, Communication and making necessary arrangements with relevant role players in preparation of post mortem examination as per medical officer's instructions, Maintain an effective and efficient filing system for all post mortem related documentation and to ensure safe custody thereof, Develop and maintain a database of all information pertaining to the autopsy service and the timely provision of monthly summary statistics to relevant stakeholders, Stock control including early warning arrangements, Reception and switchboard duties, Liaison with next-of-kin, undertakers, municipalities, hospitals and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies, Liaison with court, negotiate court attendance by medical officers and other medico mortuary staff

ENQUIRIES : Mr. BO Magubane Tel No: (039) 682 6296

- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
- FOR ATTENTION** : Mr. J.L. Majola
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). 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 reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
- CLOSING DATE** : 13 October 2023

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM**

APPLICATIONS : Private Bag X15, Mmabatho, 2735, or hand deliver at NWDC Building, Cnr University & Provident Street, Mmabatho, 2735

CLOSING DATE : 13 October 2023

OTHER POSTS

POST 35/167 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION MEC SUPPORT REF NO: NO50/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), (all-inclusive)

CENTRE : Mahikeng

REQUIREMENTS : A three (3) year tertiary qualification (Degree/National Diploma) in Public Administration/Public Management/Business Administration/Local Government or any other equivalent relevant qualification. A minimum five (5) years relevant work experience of which three (3) years must be at the Assistant Director level/Junior Management level. A valid driver's license. Competencies: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in the South African Government. Proven management competencies. Knowledge of Cabinet Administration processes. Report writing skills. Presentation skills. Computer literacy. Problem solving skills.

DUTIES : Manage the administrative activities in the Office of the Executive Authority (EA) which include: Providing administrative support and receptionist services in the Office of the EA, Providing Registry support services in the Office of the EA: Providing messenger and driver services in the Office of the EA: Providing logistical support for the meetings of the EA.

ENQUIRIES : Ms. L. A. Diale Tel No: (018) 388 1178

POST 35/168 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS REF NO:51/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTER : Mahikeng

REQUIREMENTS : A Bachelor's degree or 3-year National Diploma in Human Resource Management / Public Administration or equivalent HR-related educational qualification. Seven (7) years' work experience in the Human Resource Planning environment of which three (3) years must be at Junior Management level (Assistant Director level). Valid driver's license. Competencies: Knowledge of: Personnel and Salary Administration System (PERSAL). Public Service Legislative Framework. Statistical Analysis. HRM policies and legislation. Employment Equity Act. Skills: Writing and analytical skills. Advanced Computer literacy. Facilitation and presentation. Project Management. Advanced Excel. Monitoring and evaluation methods and techniques. Policy Management Cycle.

DUTIES : Facilitate of the implementation of all the activities with regard to PERSAL Access Security Procedure for compliance. Generate ad hoc, Monthly, Quarterly and Annual reports for management planning and decision making. Manage the development, approval, and implementation, as well as, review the Departmental Employment Equity Plan. Manage the development, approval, implementation, as well as review of the Departmental Human Resource Plan. Ensure creation and maintenance of the PERSAL Establishment structure of the Department. Produce monthly and quarterly Human Resource Information Management Reports. Develop the Annual Human Resource Planning Implementation Report. Administer assessment of the HRM's Component Annually. Manage the performance of assigned personnel to achieve (agreed) Key Responsibility Areas, which derive from the Sub-Directorate's Annual Operational and Project Plans. Monitor performance of the Sub-Directorate every quarter for conforming to the desired outcomes outlined in the Strategic Plan and Annual Performance Plan of the Department. Contribute to the determination of the Directorate's financial requirements and ensure that the budget allocated to the Sub-Directorate is

spent to meet the Directorate's service delivery objectives. identify and manage (actual and potential) risk factors and indicators pertaining to the achievement of the Directorate's goals and objectives. Contribute in the development of the Directorate's Annual Performance Plan and support the process of ensuring that assigned projects are completed within the deadline, costs and quality required.

ENQUIRIES : Mr. K.H. Digoamaje Tel No: (018) 388 5872

POST 35/169 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 52/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), all- inclusive salary package
CENTRE : Mahikeng
REQUIREMENTS : A 3-year Bachelor's Degree/National Diploma in Financial Management / Accounting or Risk Management. Minimum of five (5) years relevant experience in a public financial administration / Auditing environment of which three (3) years' should be at a Junior Management level (Assistant Director). A valid Driver's license. Competencies: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills Sound understanding of the PFMA. Treasury Regulations and other related, prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines.

DUTIES : Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, guidelines, procedure manuals and delegations of authority; Manage internal control, financial and related system (eg. BAS, WALKER, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to top management; Development of Compliance framework .Develop, implement and follow up on the post audit action plans; Manage and coordinate the internal and external audit process; Manage the coordination of assurance processes (eg, audit committee process, response to external and internal auditor's queries, management of responses) and departmental action plans to address identified control deficiencies; Manage the development, implementation and maintenance of a financial information retention/repository. Manage the implementation and maintenance of the Departmental loss control system and advice to the Loss Control Committee.

ENQUIRIES : Ms Connie Molosiwa Tel No: (018) 388 5923

POST 35/170 : **DEPUTY DIRECTOR: SMME DEVELOPMENT (MARKETING AND SKILLS) REF NO: 53/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), all- inclusive salary package
CENTRE : Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus Bachelor's degree in Marketing, Business Administration, Entrepreneurship, or a related field. Proven middle management experience in marketing, brand management, or advertising, with a focus on supporting SMMEs. Strong knowledge of marketing principles, consumer behaviour, and digital marketing trends. Familiarity with various marketing channels and platforms, including social media, content marketing, SEO, and email marketing. Experience in conducting market research and analysis to inform marketing strategies and decision-making. Understanding of skills development methodologies and experience in designing and delivering training programs. Excellent communication and presentation skills, with the ability to convey marketing concepts and strategies effectively. Strong project management skills, with the ability to manage multiple initiatives simultaneously and meet deadlines. Collaborative mindset and ability to work effectively with cross-functional teams and stakeholders. Knowledge of SMME sector dynamics, challenges, and opportunities, particularly related to marketing and skills development.

DUTIES : Develop and implement marketing strategies, campaigns, and initiatives to promote SMMEs and their products/services. Conduct market research and

analysis to identify target markets, consumer trends, and competitive landscape for SMMEs. Create and execute marketing plans, including digital marketing, advertising, branding, and communication strategies. Collaborate with internal and external stakeholders to develop marketing collateral, such as brochures, websites, social media content, and promotional materials. Provide guidance and support to SMMEs in developing their marketing plans, identifying target audiences, and optimizing marketing channels. Organize and coordinate marketing events, exhibitions, trade shows, and networking opportunities to showcase SMMEs and facilitate business opportunities. Implement skills development programs and initiatives to enhance the marketing capabilities of SMME owners and employees. Identify training needs, design training modules, and deliver workshops or seminars on marketing topics relevant to SMMEs. Establish partnerships with educational institutions, industry associations, and training providers to expand the reach and impact of skills development programs. Monitor and evaluate the effectiveness of marketing strategies and skills development initiatives, and make recommendations for improvement.

- ENQUIRIES** : Ms. Happy Mokone Tel No: (018) 388 5830
- POST 35/171** : **DEPUTY DIRECTOR: SMALL, MEDIUM, MICRO ENTERPRISES (SMME) AND CO-OPERATIVES DEVELOPMENT REF NO: 54/DEDECT/2023/NW**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), all-inclusive salary package
 : Mahikeng
 : Matric (Grade 12) Certificate plus Bachelor's Degree in Business Administration, Economics, Entrepreneurship, Development Studies, or a related field. Proven middle management experience in SMME and co-operatives development, including strategic planning and policy implementation. Strong knowledge of the SMME sector, entrepreneurship, and cooperative management principles and practices. Competencies: Familiarity with government regulations, legislation, and funding mechanisms related to SMMEs and co-operatives excellent leadership and interpersonal skills to engage and collaborate with diverse stakeholders. Effective communication and presentation abilities, both verbal and written. Analytical thinking and problem-solving skills to identify challenges and propose innovative solutions. Project management experience, including monitoring, evaluation, and reporting. Proficient in using relevant software and tools for data analysis and report preparation.
- DUTIES** : Develop and Implement Policies: Contribute to the formulation and implementation of policies, regulations, and strategies to support SMMEs and co-operatives' development. Ensure alignment with national and regional development goals. Strategic Planning: Collaborate with senior management to develop strategic plans and initiatives that promote the growth, sustainability, and competitiveness of SMMEs and co-operatives. Monitor and evaluate the effectiveness of implemented strategies. Stakeholder Engagement: Engage and collaborate with relevant stakeholders, including government agencies, industry associations, financial institutions, and community organizations. Foster partnerships to enhance support mechanisms for SMMEs and co-operatives. Capacity Building: Design and implement capacity-building programs to enhance the skills, knowledge, and capabilities of SMMEs and co-operatives. Provide training, mentoring, and advisory services on various aspects of business development, entrepreneurship, and cooperative management. Financial Support: Identify and facilitate access to financial resources, grants, loans, and other funding mechanisms for SMMEs and co-operatives. Collaborate with financial institutions and funding agencies to develop appropriate financing models. Research and Analysis: Conduct research and analysis on market trends, industry dynamics, and best practices in SMMEs and co-operatives development. Stay updated on relevant legislation and regulations to ensure compliance and inform policy decisions. Monitoring and Evaluation: Develop monitoring and evaluation frameworks to assess the impact of SMME and co-operatives programs and interventions. Collect data, analyse performance indicators, and prepare reports for senior management and stakeholders. Networking and Advocacy: Represent the organization or government agency at conferences, seminars, and industry events related to SMMEs and co-operatives. Advocate for supportive policies, resources, and an enabling business environment.

ENQUIRIES : Ms. Happy Mokone Tel No: (018) 388 - 5830

POST 35/172 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 55/DEDECT/2023/NW**

SALARY : R554 490 per annum, (OSD)
CENTRE : Mahikeng
REQUIREMENTS : A 4 year degree majoring in the field of Information Management or Environmental Management. Minimum of five (5) years' experience in environmental management and information management. Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Knowledge of various other national, local and provincial government laws, strategies and plans affecting the environment (e.g. NDP, PDP, EIP). Valid drivers' licence code 08 (EB). Competencies: Knowledge on Public Service delivery and of Batho Pele principles. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Experience in the use of GIS software. Good verbal and written communication skills. Database management. Data processing and interpretation skills. Managerial skills: Project Management skills, financial management analytical skills. Report writing skills. Personal attributes: Conscientious, Dedicated, Innovative, Organised and Ability to meet deadlines. Ability to work in a team and independently.

DUTIES : The consolidation of required statutory reports within Environmental Services Programme. Manage the compilation, maintenance, expansion and update of the Provincial Environmental Outlook. Support the state of environment reporting at local level. Support the development and reporting on relevant Environmental Indicators. Liaise with stakeholders on all aspects of environmental reporting. Participate and provide input into relevant National and Provincial Forums. Provide effective reporting for Chief Directorate Environmental Services i.e. reporting on implementation of the Environmental Sector Local Government Implementation Plan, Compilation and submission of departmental Monthly, Quarterly and Annual reports for Chief Directorate, and Coordinate Strategic Planning activities for the Chief Directorate. Ensure the functioning of the Integrated Environmental Information Management System (such as GIS, Compliance and Enforcement Tool and electronic Biodiversity permit system) of the Chief Directorate Environmental Services and development of other modules for the information management system. Overall management of information management system projects and other related projects (such as drafting of the Service Level Agreements and adherence to project schedules). Perform administrative duties related to the post and assist with budget inputs and planning. Manage staff within the sub-directorate. Manage resources within the sub-directorate.

ENQUIRIES : Ms Tharina Boshoff Tel No: (018) 389 - 5343 or Tel No: (018) 389 - 5656

POST 35/173 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL EXTENSION REF NO: 56/DEDECT/2023/NW**

SALARY : R554 490 per annum, (OSD)
CENTRE : Dr Ruth Segomotsi Mompoti – Vryburg
REQUIREMENTS : An appropriate 3 year Degree in Environmental Management/Environmental Education or Natural Science. 3 years' experience in the environmental field Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions. Valid driver's license. Competencies: Computer literacy. Project management skills. Problem solving skills. Good communication. High level of initiative. Ability to solve problems. Ability to work in the office and field environment. Ability to work in a team and independently.

DUTIES : Develop and implement an awareness plan directed at targeted beneficiaries. Manage the planning and implementation of environmental awareness campaigns. Manage the planning and implementation of environmental calendar events. Report on environmental awareness programs. Develop and implement a plan to improve institutional club activities. Manage the planning and implementation of environmental club activities. Ensure that there is a business plan for the recommended projects. Manage the coordination and implementation of environmental projects. Ensure the development of project management tools for the identified projects. Develop and implement a service delivery improvement plan for extension/advisory services. Plan and implement extension activities for the targeted beneficiaries. Ensure provision

aftercare support for extension programme. Management of KRA for staff.
Management of budget.

ENQUIRIES : Mr Tlotleng Kgosiemang Tel No: (018) 389 5932

POST 35/174 : **ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: 57/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mahikeng
: Applicants must be in possession of a Bachelor's Degree/National Diploma in HRD coupled with ODEDTP certificate with at least 3 years' experience in HRD and PMDS. Human Resource Development practitioner/trainer and have thorough Knowledge of Skills Development Act, Skills Development Levies Acts, HRD Directives and prescripts, Public Service Regulations thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL. Competencies: Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills, facilitation and presentation skills. Good knowledge of Public Finance Management Act, Employment Equity Act, Public Service Regulations. Have Innovative, Analytical, Good Interpersonal, Team building. Diversity management, Problem solving and Technical skills. Have knowledge of Disciplinary and grievance procedures.

DUTIES : Provide operational leadership and mentorship to skills development environment, Ensure compliance and the incorporation of all relevant legislations, strategies and policies. Ensure the incorporation in terms of the Sector skills plans into the organisational skills plans. Design and develop learning interventions. Design and conduct assessments, Monitor and Evaluate training programmes, and facilitate training programmes. Apply the Batho Pele principles. Coordination of the effective implementation of the performance management system. Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary. Manage and analyse data on performance agreements filed and appraisals concluded and produce reports. Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts. Advice the department regarding PMDS policy and performance rewards.

ENQUIRIES : Ms Ipeleng Letsholo Tel No: (018) 388 5882

POST 35/175 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 60/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mahikeng
: A recognized Bachelor's Degree / National Diploma (NQF 7) in Public Administration / Public Management / Public Governance / Social Sciences. Minimum 3-5 years' experience in supervisory level. Valid Driver's License and willingness to travel long distances. Competencies: Knowledge of Government Legislative Frameworks and Strategic Planning. Knowledge of compilation of and ensuring the alignment of the Strategic Plan, Annual Performance Plan and Operational Plan. Comprehensive knowledge and understanding of prescripts and processes applicable within the public service like Public Financial Management Act (PFMA) and Treasury Regulations. Knowledge of Policy Development & Implementation. Project Management, Presentation skills, Report writing and Analytical skills Computer literacy, Communication and Interpersonal Relations skills.

DUTIES : Expedite the coordination and development of the Strategic Plan. Facilitate and coordinate the development of the Departmental Annual Performance Plan. Facilitate the coordination of the departmental strategic planning review. Facilitate the development and implementation of operational plans (MSTF). Assist with the review of the Departmental, Strategic Planning, Monitoring and Evaluation Framework. Manage human and financial resource of the directorate.

ENQUIRES : Ms Mavis Nels Tel No: (018) 388 2431

POST 35/176 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 61/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : A 3-years National Diploma or Bachelor's degree in the field of Auditing / Accounting, Financial Management or Risk Management. Three (3) to five (5) years' experience in Auditing field. A valid driver's license. Competencies: Demonstrate in detailed technical knowledge of PFMA, Treasury regulations, Public Service Regulations, Supply Chain Management prescripts and all other legislative prescripts. The use of computer/laptop. Report writing. Presentations. Be able to interact in groups. High level of professionalism. Independent Objectivity and independence. Attention to details and confidentiality. Verbal and writing skills. High level of resilience.

DUTIES : To plan, organise and carry out the internal control functions of the Department. Co-ordinate internal and external audits. Develop, implement and report on the internal and external audit action plans. Develop and review compliance procedures within the Department.

ENQUIRIES : Ms Connie Molosiwa Tel No: (018) 388 - 5923

POST 35/177 : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 62/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mafikeng

REQUIREMENTS : An appropriate recognised three year qualification in Communication, Journalism, Public relations, practical and relevant experience in external communication with a strong media focus; Must have excellent writing skills and an impeccable command of the English language; Two (2) years supervisory experience two years functional experience in media relations/communication Good understanding of South African media; Knowledge: Must have sound interpersonal relations, negotiation skills and ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports are essential; The successful candidate must also be computer literate (packages such as Microsoft, Excel, Power-Point, MS Word, E-mail, Internet); The applicant must be able to plan, organize, meet deadlines and work under pressure; Departmental Policies and procedures; Batho Pele principles; PFMA, Basic knowledge of government legislations. Drivers license is a requirement; Must be willing and able to drive, to travel and work long hours including weekends and public holidays; Must be able to work well in a team; Financial, stakeholder and project management knowledge and experience is required.

DUTIES : The successful candidate will provide a media liaison function for the Department inclusive of, but not restricted to, daily media monitoring; drafting of media plans and media exit reports, Render a media writing function – this includes, but is not restricted to, the writing of media invitations, media statements, media articles/advertorials; Facilitating responses to media queries, arranging media briefings, providing media support to the Department at events; Drafting monthly reports; Assisting with the media audio clip function and other related media innovation services; Employ innovation in media communication to heighten the overall objective of raising awareness of Departmental issues, events and projects; Provision of general communication support inclusive of branding/ campaigns. Able to execute any other administrative or functions given by Deputy Director.

ENQUIRIES : Ms. Baabua Thukubi Tel No: (018) 388 5848

POST 35/178 : **ASSISTANT DIRECTOR YOUTH ECONOMIC EMPOWERMENT REF NO: 63/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Business Management / Business Administration / Commerce / Public Administration / Public Management or equivalent qualification at (NQF level 6/7) as recognized by SAQA. Minimum of three (3) years' Junior Management experience in the Youth Economic Empowerment field / Business Management environment / Corporate or Public Sector Youth Economic Development Support. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth

Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. * General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist with the Economic Development field with particular emphasis on youth in business economic empowerment, Preferential procurement Regulations and the Youth Sector in general. Understanding of Dynamics of Youth development in NW Province, Youth Enterprise Strategy, Provincial Youth Economic Empowerment Strategy (YEES), Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellence. Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge, and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder liaison skills. Management skills, research skills, presentation skills, and interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly Youth programmes.

DUTIES : Coordinate Youth in business Economic Empowerment strategies and programmes in the province. Promote and facilitate Youth enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies, strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.

ENQUIRIES : Ms. Carol Rasego Tel No: (018) 388 6054

POST 35/179 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE C REF NO: 58/DEDECT/2023/NW**

SALARY : R420 447 per annum, (OSD)
CENTRE : Lotlamoreng Dam

REQUIREMENTS : A 3 year Diploma in Environmental Education / Environmental Education or equivalent. Experience in developing and rendering Environmental Education programmes to school groups will be an added advantage. A valid driver's license. Competencies: Computer literacy and. Conflict management skills. The successful candidate will have proven communication skills, a thorough understanding of National Curriculum Statements, and the South African Education policy. Thorough knowledge of Environment and Conservation legislation. Experience in developing and rendering Environmental Education programmes to school groups will be an added advantage.

DUTIES : Coordinate Environmental programmes for visiting schools groups-consult and liaise with schools prior to the visit. Ensure full integration of the Environment into the curriculum in the learning programmes. Develop resources and learning materials for both the GET and FET levels of education implement. Arrange and implement presentations during the educator's workshops and Environmental Outreach programmes. Undertake Game drives and Nature Trails and initiate School based Sustainable projects that will respond to challenges of Climate Change. Show Environmental Videos. Coordinate and conduct Educator workshops. Assist with the coordination of District Environmental District Forums. Conduct Environmental career's

		Exhibitions. Initiate partnerships with NGO'S, State owned enterprises, and Private Sectors to support the Implementation of EE in Schools.
<u>ENQUIRIES</u>	:	Mr Sylvester Mfuloane Tel No: (018) 389 5751 or Tel No: (018) 389 5323
<u>POST 35/180</u>	:	<u>PROVINCIAL LIQUOR TRADE INSPECTOR REF NO: 64/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Klerksdorp An appropriate three year National diploma in law / Public Administration or related degree. A minimum of (2) years' experience in the compliance, enforcement and investigations environment. Experience in the liquor environment will be an added advantage. A valid driver's license is compulsory. Competencies: Good verbal and communication skills. Planning, organization and presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team, long hours and under pressure. Report writing skills. Experience in conducting inspections and investigations as well as in stakeholder management and project management. Broad knowledge and understanding of the National Liquor Act and Regulations including National Liquor Policy and National Norms and standards.
<u>DUTIES</u>	:	Conduct routine and joint compliance inspections on both the National and the Provincial Liquor legislation to ensure compliance with the Liquor related legislation, throughout the four districts of the Province. Conduct raids operations as and when required. Compile weekly, monthly and quarterly reports. Compile a database of liquor outlets. Issue compliance and non-compliance notices. Conduct initial and final inspections and compile comprehensive reports. Liaise with relevant stakeholders. Conduct inspections/investigations in loco on behalf of the board and compile a comprehensive report.
<u>ENQUIRIES</u>	:	Ms Sylvia Mokonyane Tel No: (018) 388 5864
<u>POST 35/181</u>	:	<u>TOURISM DEVELOPMENT OFFICER REF NO: 65/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum- (Level 08) Vredefort Dome World Heritage Site An appropriate 3 year Degree in Tourism Management or Environmental Education. 3 years' experience in tourism management. A broad knowledge of the Vredefort Dome, applicable legislation, policies, world heritage sites and UNESCO. A valid driver's license. Computer literacy. Competencies: Project Management skills. Problem solving skills. Good communication skills. Ability to work in a team, independently and with the public which will include national and international tourists.
<u>DUTIES</u>	:	To manage the Venterskroon Information Centre. To market the Vredefort Dome World Heritage Site. To develop and manage the tourist registration book at the Information Centre for the Vredefort Dome. To assist in the development and implementation of the Tourism component of the Integrated Management Plan in line with the requirements of the World Heritage Convention Act. To assist in the coordination and oversight of the development projects as per the Integrated Management Plan.
<u>ENQUIRIES</u>	:	Mr. Gustav Engelbrecht Tel No: (018) 389 5751
<u>POST 35/182</u>	:	<u>GRAPHICS DESIGNER REF NO: 66/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Mahikeng Grade 12 plus a Bachelor's degree in Graphic Design/ Diploma in Graphics Design or equivalent qualification. A minimum of three (3) - five (5) years relevant experience as a graphic designer. Knowledge and understanding of legislation in the Public Service Graphic Designer. Excellent working a variety of skilled graphic design and layout work in preparation of various posters, exhibits, advertisements, slides, brochures, books, newsletters and flyers using various production techniques which may include computer graphic systems and software.
<u>DUTIES</u>	:	Route external requests and queries. Provide statistical data on website usage Optimise searchable statistics of the website. Market the website internally and externally. Create attractive web pages. Participate in the development of

dynamic web pages. Create and enhance web graphics. Research on possible support web applications for the department. Compile system business proposals, system analysis documents, system design documents, and project plan documents. Provide application development inputs and leadership. Design and develop web applications for both the internet and intranet.

- ENQUIRIES** : Mr Zia Cassim Tel No: (018) 388 5999
- POST 35/183** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE C REF NO: 59/DEDECT/2023/NW**
- SALARY** : R318 267 per annum, (OSD), (an appropriate salary will be determined according to the regulatory framework based on OSD)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A recognized three (3) year Bachelor's Degree/Diploma in field of Environmental Science / Management / Law or relevant equivalent qualification coupled with at least 5 years post qualification experience. Knowledge of National Environmental Management Act, 1998 (NEMA) principles and its and implementation as well as Environmental Impact Assessment (EIA) Regulations, 2014 as amended. Knowledge of Specific Environmental Management Acts (SEMA's) e.g. Waste Act and Air Quality Act with specific reference to monitoring and enforcement of the NEMA and SEMA's. Knowledge, experience and understanding of environmental law and the environmental compliance and enforcement management system. Knowledge and understanding of the handling of emergency incidents as defined in the NEMA. Excellent written and verbal communication skills, particularly with regard to drafting of letters, reports, administrative notices and affidavits to support the work of Environmental Management Inspectors within the Inspectorate. The ability to interact with and provide assistance to a wide range of stakeholders, as well as an understanding of intergovernmental relations and cooperative governance. Ability to work independently, or as part of a team. Must be able to work under pressure. Computer literacy skills. A valid driver's license. Designated as an Environmental Management Inspector (EMI).
- DUTIES** : Support the work of Environmental Management Inspectors by undertaking site inspections in order to determine compliance with environmental authorizations, permits and licenses issued in terms of the NEMA and SEMA's. Attend to complaints received regarding environmental crimes and non-compliance to environmental legislation. Produce reports, draft enforcement notices, and provide expert evidence during administrative and criminal enforcement processes. Attend to the procedural requirements pertaining to emergency incidents as referred to in the NEMA. Carry out all the functions of an environmental management inspector (EMI) as provided for in the NEMA. Draft monthly, quarterly and annual reports on work carried out.
- ENQUIRIES** : Ms. Carene Niewoudt at 083 385 9486
- POST 35/184** : **PRINCIPAL NETWORK CONTROLLER REF NO: 67/DEDECT/2023/NW**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Mahikeng
- REQUIREMENTS** : National diploma or equivalent NQF 6 qualification in Information Technology. At least 2-3 years' experience in Information and Communication Technology at supervisory level. BSc degree in ICT will be an advantage. Experience in ICT Support, network directory, and authentication services and systems like LDAP, Active Directory, e-Directory, Microsoft environment support, and Local Area Network (LAN). Competencies: Knowledge of general ICT support, e-mail system, servers, computer networks, computer security, computer standards and practices: computer hardware, software, and peripherals such as serves, monitors, cables, physical layer, printers and modems. Procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Good communication (written and verbal), interpersonal, technical, organizational and problem-solving skills.
- DUTIES** : Maintain and make communication systems available. Provide ICT service support for computer software and applications, computer hardware, and computer networks (Wide Area Network (WAN), Local Area Network (LAN). Monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the

		service standards. Manage ICT risks and audit queries. Identify, mitigate, and manage ICT risks relating to ICT support and service delivery. Provide assistance in the planning and research of ICT policy. Management and maintenance of physical security systems. Manage customer relations.
<u>ENQUIRIES</u>	:	Mr Edwin Sekgarametso Tel No: (018) 388 5973
<u>POST 35/185</u>	:	<u>PLANNER: MONITORING AND EVALUATION REF NO: 68/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Mahikeng A three (3) year Bachelor's Degree/National Diploma in Public Administration/Public Management. Minimum 1-2 years' work experience in Monitoring and Evaluation (M&E). Must be in possession of a valid driver's license. Computer literacy. Competencies: Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge of the Government Planning and Reporting processes. Knowledge of various Public Service Legal prescripts. Good communication (verbal and written) skills.
<u>DUTIES</u>	:	Consolidate quarterly performance reports for the Department. Verify the Portfolio of Evidence of quarterly performance reports from programme managers. Assist in analysing quarterly performance reports and prepare presentations thereof. Assist in the compilation of the departmental annual report • Provide secretarial support services to the Department's performance.
<u>ENQUIRIES</u>	:	Mr. David Yeaboah Ashumah Tel No: (018) 388 5838
<u>POST 35/186</u>	:	<u>PLANNER: STRATEGIC PLANNING REF NO: 69/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Mahikeng A recognized Bachelor's Degree / National Diploma (NQF 7) in Public Administration / Public Management. Minimum 2 – 3 years' experience required. A valid driver's license is also required coupled with a willingness to travel long distances. Competencies: Knowledge of Government Legislative Frameworks and Strategic Planning. Ensuring the alignment of, the Strategic Plan, Annual Performance Plan and Operational Plan. Computer literacy. Excellent communication, analytical and report writing skills. Project Management skills. Sound knowledge of the government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.
<u>DUTIES</u>	:	Assist with the development of the Departmental Strategic and Annual Performance Planning processes. Assist with the implementation of the department's operational plan. Implement planning instruments and tools on planning process.
<u>ENQUIRIES</u>	:	Ms Mavis Nels Tel No: (018) 388 2431
<u>POST 35/187</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 70/DEDECT/2023/NW (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Mahikeng National Senior Certificate (Grade 12) and 3 year appropriate Tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). Two (2) to four (4) years experience in Human Resource Management and Public Administration. Knowledge of the PERSAL System. Competencies: Computer literary in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law. Training on PERSAL system. Knowledge of basic principles of Human Resource Management. Knowledge of Performance Management System. Ability to interpret and apply policies, and acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointments: Receive and acknowledge applications. Profile applications, provide Secretarial services and render advice during the Selection process. Administer transport claims of Interview candidates, prepare Short-listing and interview reports and

appointment letters, Process personnel suitability checks. Process appointments and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL system. Process recognition of Long Services, Grade progressions, Acting and Role playing allowances. Administer service terminations. Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEPF on-line system. Process Funeral claim benefits, capture Nomination of Beneficiaries. Capture and update applications for Housing Allowance Scheme. Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Perform any other Human Resource - related functions.

ENQUIRIES : Mr. Tiragalo Kepadisa Tel No: (018) 388 5876

POST 35/188 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 71/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Mahikeng
 : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in B Commerce with Accounting. Three (3) to five (5) years' relevant experience in the environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management. Walker System and Basic Accounting System (BAS). Competencies: Supervisory skills. Communication skills (verbal and written). Computer literacy (Microsoft Word and Excel) and Interpersonal skills. Ability to communicate at all levels. Assertiveness, accuracy and attention to detail. Dedicated and Hardworking. Ability to work under stressful conditions. Team player, People and client orientated. Goal and solution orientated, Trustworthy.

DUTIES : Collation and consolidation of budget inputs from programmes during the budgeting process. Assist assigned programmes with planning and costing of activities by using appropriate tools. Supervise collection and consolidation of all budget information and inputs from programmes. Capture correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitoring of expenditure and advice on discrepancies: analyse expenditure patterns and generate reports. Advise Programmes to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, and allocate virements on budgets. Distribute documents with regard to the budget. Compile of In Year Monitoring (IYM) report. Contribute to compilations of reports (including Interim Financial Statements (IFS) and Annual Financial Statements (AFS) as required. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : Ms. Hawa Rosenberg Tel No: (018) 388 5929

POST 35/189 : **STATE ACCOUNTANT: REVENUE REF NO: 72/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Mahikeng
 : Grade 12 certificate or equivalent plus appropriate recognized three (3) years National Diploma / Degree in financial accounting coupled with two (2) to three (3) years relevant experience in revenue management. Competencies: Must have extensive knowledge of DORA, PFMA and Treasury Regulations. Walker Bas, Basic Accounting System (BAS). Public Service Act and Performance Management Development System (PMDS). Good communication skills. Interpersonal relations. Computer skills. Advance Microsoft excel will be added as advantage. Creative and innovative.

DUTIES : Preparation of journals in relation to bank deposit transactions for capturing. Prepare monthly revenue reconciliation for reporting purposes. Ensure safeguard of journals passed for audit purposes. Ensure payments of revenue are received on behalf of third parties. Liaise with other programmes with regard to any outstanding information required.

ENQUIRIES : Mr Benjamin Kgabi Tel No: (018) 388 5938

POST 35/190 : **TRANSPORT ADMINISTRATIVE OFFICER REF NO: 73/DEDECT/2023/NW**

SALARY : R294 321 per annum (Level 07)

CENTRE : Mahikeng

REQUIREMENTS : Recognised Degree or three-year National Diploma (NQF 6) / in Public Management / Transport Management / Logistics or equivalent qualification. Minimum of two (2) to three (3) years experience in fleet management/transport/logistics services or related field. A valid driver's license. Competencies: Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and service procedures. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing Public Services. Knowledge of traffic laws. Unendorsed valid driver's License. Skills: Planning and organizing. Communication (good verbal & written). Computer Literacy and Report Writing.

DUTIES : Administer Departmental vehicles. Ensure that Departmental vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all offices to identify any non-compliant matters. Ensure that logbooks are always up to date. Ensure licensing and registration of Departmental vehicles. Ensure that Departmental vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all departmental vehicles. Ensure that all newly procured vehicles are branded. Ensure the development of vehicle replacement plans. Ensure that claims are processed according to approved benchmarks for capital remuneration, fuel claims and maintenance allowances. Recover money for infringements. Administer and control petrol cards. Ensure reconciliation of fleet report statement against the bank statement and slips. Compile the monthly/ quarterly fuel duty report. Ensure effective and efficient utilization of subsidized vehicles. Compile monthly report on the usage of all Departmental vehicles such as kilometers travelled and costs involved. Ensure that all vehicle incidents and accidents are attended to timeously. Ensure that all traffic are attended to and resolved timeously. Supervise staff.

ENQUIRIES : Ms. Nomvula Bosman-Mathepa Tel No: (018) 388 5949

POST 35/191 : **SUPPLY CHAIN ADMINISTRATION OFFICER: LOGISTICS REF NO: 74/DEDECT/2023/NW**

SALARY : R294 321 per annum (Level 07)

CENTRE : Mahikeng

REQUIREMENTS : A Senior Certificate plus a National Diploma or equivalent qualification (NQF level 6) in Commerce / Logistics / Supply Chain Management / Public Administration or Management. Minimum of three (3) years' experience in Supply Chain Management. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Supply Chain Management, Treasury Regulations, PFMA, PPPFA, Public Service Regulatory Framework. Computer literacy including knowledge of IT Transversal System.

DUTIES : Generate purchase orders on the financial system: Check quotations for calculation errors. Generate purchase order on financial system. Obtain delegated approval. Issue purchase order to service provider/supplier and relevant business unit. Keep proper record of purchase orders issued. Verify invoices with purchase order and liaise with service providers with regards to discrepancies on invoices. Verify/provide comments on the outstanding requisitions, purchase order and accrual report. Prepare payment documents and capture such payment into system. Prepare payment documents for submission to finance for processing. Keeping records of all payments made. Monthly reconciliation of the creditor's statement. Prepare management information and statistics and report as required. Monitor and follow up on outstanding requests and documents. Supervise and develop subordinates. Attend to payment queries.

ENQUIRIES : Ms. Nomvula Bosman-Mathepa Tel No: (018) 388 5949

POST 35/192 : **COMMUNICATION OFFICER: MEDIA RELATIONS REF NO: 75/DEDECT/2023/NW**

SALARY : R241 485 per annum (Level 06)

CENTRE : Mahikeng

<u>REQUIREMENTS</u>	:	Applicants must be in possession of Grade 12 and an appropriate three (3) year tertiary qualification (Degree/National Diploma) in Communication / Journalism / Public Relations. A minimum two (2) years in the Communication / Public Relations / Media internship programme. A valid driver's license. Competencies: Able to communicate (Verbal & Written). Able to plan, organize and meet deadlines. Presentation and Negotiation skills. Report writing skills. Computer literacy (packages such as Microsoft, Excel, PowerPoint, MS word, Email and internet. Problem solving skills. Able to work under pressure and during weekends. Sound interpersonal relations and ability to communicate with stakeholders.
<u>DUTIES</u>	:	Assist in organizing media coverage for departmental events. Provide support in coordinating media briefings, press conferences and media open days. Assist with drafting of the communication and media plan of all events. Distribute media invite/alerts / releases to all media houses. Assist in liaising with journalists about departmental events/programmes and compile list of confirmation of journalists for attendance. Provide support in organizing media interviews and assist in negotiating for free interviews. Assist in compilation of information in responding to media inquiries. Development and constant update of media database. Assist in conducting media monitoring and preparing draft reports. Assist in organizing media open days/briefings. Supporting the implementation of key messages defined in communications strategy across all functions and media including development of all organizational documentation. Assist with photographic services. Participate during departmental awareness creation through campaigns and exhibitions. Perform other administrative duties as requested by Supervisor.
<u>ENQUIRIES</u>	:	Ms Baabua Thukubi Tel No: (018) 388 5848
<u>POST 35/193</u>	:	<u>GRAPHICS DESIGNER REF NO: 76/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a Bachelor's Degree / National Diploma in Graphic's Design. Competencies: Knowledge and understanding of government prescripts. Excellent working with a variety of skilled graphic design and layout work in preparation of various posters, exhibits, advertisements, slides, brochures, books, newsletters and flyers using various production techniques which may include computer graphic systems and software.
<u>DUTIES</u>	:	Create graphics designs for layout of all forms of printed matter including comprehensive campaigns featuring booklets, brochures, newsletters, posters, flyers, maps, and logos as well as supporting materials such as slides and computer-based presentations; Web development, uses traditional and computer graphic methods of preparing layouts of camera-ready artwork; may design books as a staff member of a publishing house.
<u>ENQUIRIES</u>	:	Mr. Zia Cassim Tel No: (018) 388 5999
<u>POST 35/194</u>	:	<u>ADMIN CLERKS: LIQUOR REGULATION REF NO: 77/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R241 485 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng: BUSREG (X1 Post) MISS (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or Matriculation certificate. Computer literacy. Competencies: Knowledge of clerical duties, practices, as well as the ability to capture data and obtain and disseminate information. Knowledge of administration and clerical procedures and system such as managing files and records. Knowledge of procedures for receiving, responding and managing requests/inquiries plus good telephone etiquette. Knowledge and understanding of legislative framework that governs the public service. Knowledge of working procedures in terms of the working environment. Good organizational and interpersonal skills. Good verbal and written communication skills. Language skills. Flexibility.
<u>DUTIES</u>	:	Rendering of general clerical support services. Record, organize, record, capture and retrieve correspondences and data. Keep and maintain the incoming and outgoing register of the component. Handle routine inquiries. Make photocopies. Distribute documents and/or packages to various stakeholders as required. Keep and maintain the filing system of the component. Liaise with internal and external stakeholders in relation to

		procurement of goods and services. Obtain quotations, and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	Ms. Khumo Taoana Tel No: (018) 388 5864 and Ms. Onnica Sithole Tel No: (018) 388 5957
<u>POST 35/195</u>	:	<u>IT NETWORK CONTROLLER REF NO: 78/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma / Degree (NQF Level 6/7) in Information Technology / Information Systems / Computer Science or a related three-year (3) qualification plus a minimum of two (2) years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate / certified ITIL / MCSE / A+ / N+ will be an added advantage. Competencies: Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision, and as part of a team. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide technical and application support across the Department. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide first line technical support and maintain LAN/WAN and desktops for all DEDECT users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support DEDECT user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
<u>ENQUIRIES</u>	:	Mr Edwin Sekgarametso Tel No: (018) 388 5973
<u>POST 35/196</u>	:	<u>ACCOUNTING CLERK: CREDITORS PAYMENTS REF NO: 79/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus appropriate recognized three (3) year National Diploma / Degree in financial management/accounting coupled with at least zero to two (2) years relevant experience in creditors' payments. Competencies: Must have extensive knowledge of PFMA and Treasury Regulations. Walker Bas and Basic Accounting System (BAS), Ms Office (word & excel). Good communication and interpersonal relations. Creative and innovative.
<u>DUTIES</u>	:	Process payments daily for service providers. Perform petty cash functions for the entire department. Ensure proper filing of payment stubs for future inquiries. Perform other general administrative functions.
<u>ENQUIRIES</u>	:	Mr Benjamin Kgabi Tel No: (018) 388 5938
<u>POST 35/197</u>	:	<u>ADMINISTRATIVE CLERK: TRANSPORT REF NO: 80/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Competencies: Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine inquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters

and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchase of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check the correctness of subsistence and travel claims of officials and submit them.

- ENQUIRIES** : Ms. Nomvula Bosman-Mathepa Tel No: (018) 388 5949
- POST 35/198** : **AUXILIARY SERVICE OFFICERS: BIODIVERSITY REF NO: 81/DEDECT/2023/NW (X2 POSTS)**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Ngaka Modiri Molema District (Mahikeng)
: Dr Kenneth Kauda (Wolmaranstad)
- REQUIREMENTS** : A minimum of a Senior Certificate (Matric Grade 12) with Biology. Competencies: Knowledge of Batho Pele Principles. Ability to work with wild animals under natural and built environments. Ability to communicate with stakeholders verbally & in writing. Demonstrate some administrative skills and ability to work under pressure.
- DUTIES** : The successful candidate will be required to conduct manual support in conducting Biodiversity Related Monitoring Activities. To provide environmental services and support to Biodiversity Officers and conduct Patrols, non-compliance and investigate Biodiversity Crimes. Perform any other task that may be assigned or delegated.
- ENQUIRIES** : Ms Sindi Zwane Tel No: (018) 389 5527, Tel No: (018) 389 5932 Ms Betty Swart Tel No: (018) 389 5527
- POST 35/199** : **AUXILIARY SERVICE OFFICERS: EXTENSIONS AWARENESS REF NO: 82/DEDECT/2023/ NW**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Bojanala- Rustenburg (Kerk Street)
- REQUIREMENTS** : A minimum of a Senior Certificate (Matric Grade 12) with Biology. Competencies: Knowledge of Batho Pele Principles. Ability to work with wild animals under natural and built environments. Ability to communicate with stakeholders verbally & in writing. Demonstrate some administrative skills and ability to work under pressure.
- DUTIES** : Participate during stakeholder workshops. Keep record of capacity-building activities/ workshops conducted. Report on capacity-building activities/ workshops conducted. Participate during environmental camps. Render support or aftercare service to existing environmental clubs. Participate during environmental awareness activities in the district. Organise and carry-out environmental calendar days. Organise and attend environmental calendar events and plenary meetings. Participate during school awareness. Participate during planned meetings for environmental structures.
- ENQUIRIES** : Mr Tlotleng Kgosiemang Tel No: (018) 389 5932
- POST 35/200** : **CLEANERS REF NO: 83 /DEDECT/2023/NW (X2 POSTS)**
- SALARY CENTRE** : R125 373 per annum (Level 02)
: Mahikeng
- REQUIREMENTS** : ABET Certificate. Good communication skills Have an ability to work under pressure. People orientated.
- DUTIES** : Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floor. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling

hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) equipment after use. Request cleaning materials.

ENQUIRIES : Mr Simon Bogatsu Tel No: (018) 388 - 5825

POST 35/201 : **GENERAL WORKER REF NO: 83/DEDECT/2023/NW (X3 POSTS)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Taung

Lotlamoreng Dam

Rustenburg (Kerk Street)

REQUIREMENTS : ABET Certificate. Good communication skills. Have an ability to work under pressure. People orientated.

DUTIES : Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms by Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Clean of general kitchen by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and was waste beans. Keep and maintain cleaning materials and equipments. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use. Request cleaning materials.

ENQUIRIES : Mr Sylvester Mfuloane Tel No: (018) 389 5751 or Mr Constant Hoogkamer – Tel No: (018) 389 5527

DEPARTMENT PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling these posts in line with the Department approved Employment Equity Plan. People with disability are encouraged to apply.

APPLICATIONS : All Applications indicating the field of study, the centre and the reference, must be forwarded to the following addressed: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 or Hand delivery to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road.

FOR ATTENTION : HR Development – Ms. M.E Motshologane

CLOSING DATE : 13 October 2023, (Time to reached - 15h30 pm)

NOTE : It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. According to DPSA Practice Note no. 19 of 2022, the applicant(s) must indicate the Intern Programme, the Reference number and the Centre on the Z83 Form application and, must be accompanied by a recent updated curriculum vitae indicating personal details, competencies, qualification and knowledge, including three (3) names of contactable referees, with requirement etc. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have all their foreign qualifications (includes O to A level certificate) evaluated by the South African Qualifications Authority (SAQA) not negotiable. Applicant's previous information as background/reference checks will be verified through contactable referees. Faxed and e-mailed applications will not be accepted. Applications received after the closing date will, as a rule not be accepted. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. It will be expected of candidates to be available for the interview process on a date, time and place as determined by the Department. The Department reserves the right not to make an appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding the advertised internship must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to

short-listed candidates only. If you have not heard from us within three (3) months after the closing date, please accept that your application has been unsuccessful.

OTHER POST

- POST 35/202** : **INTERNSHIP PROGRAMME**
(Period: 24 months contract)
Purpose: Our 24-months internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications. Our target is unemployed graduates/diplomas and also interested in a Public Service career to apply for occupations mentioned below as field of studies:
- STIPEND** : R7 043.31 per month
CENTRE : Head Office-Mahikeng
REQUIREMENTS : Real Estate Ref No: H/O 01/2023 (X1 Post)
Horticulture Ref No: H/O 02/2023 (X1 Post)
- ENQUIRIES** : Ms M.E Motshologane Tel No: (018) 388 4256
NOTE : Applicants who have already participated in any government internship programme will not be considered.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 October 2023
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 35/203** : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER) REF NO: EADP 38/2023**
- SALARY CENTRE** : R1 371 558 per annum (Level 14), all-inclusive salary package
Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Bachelor of Commerce in Accounting (B Comm) Degree (NQF level 7) as recognised by SAQA; Minimum of 5 years' experience at senior managerial level in finance; a valid driver's license; and Public Service SMS Pre-Entry Programme: Note: A requirement for appointment is the successful completion of the Senior Management Pre-entry Programme for entry in the Senior Management Service (SMS). This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Registered Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA). Competencies: Process Competencies Knowledge Management Service Delivery Innovation Problem Solving and Analysis Client Orientation and Customer Focus Communication Skills: Interpret and apply relevant policies and procedures Human resource planning Problem analysis and problem solving skills Sound Budgeting skills Facilitation Skills Presentation Skills Personal attributes: A highly developed interpretive and conceptualization/formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.
- DUTIES** : Strategic Capability & Leadership (incl Change Management): Translate the vision for the organisation into Chief Directorate goals. Develop and

implements strategies for the Chief Directorate. Align programmes and operational support. Participate in the departments strategic planning processes. Monitoring and ensure compliance with relevant legislation. Evaluate the performance of the Chief Directorate against pre-determined objectives. Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme & Project Management (Line Functions): Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals. Identify and manage (actual and potential) risk factors and indicators to the achievement of Chief Directorate goals, incl. possible sources of risk and areas of impact and develop and implement feasible scenarios to mitigate the impact. Perform duties of Chief Financial Officer for the Department – Provide Strategic management, guidance and advice to ensure the establishment and implementation of sound financial management accounting, procurement, provisioning and internal control systems and processes for the department in compliance with relevant legislative requirements which inter alia includes the following: Oversee financial planning, budgeting, forecasting and reporting and financial accounting services for Department Oversight over public entities – CapeNature Report on and monitor adherence to Public Finance Management Act Evaluate revenue and expenditure reports; Reporting to Executive Authority. Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance: Manage financial planning, forecasting and reporting processes. Ensures that budgets are aligned to the strategic objectives of the chief directorate. Compile and manage budgets. Control cash flow. Institute risk management and administer tender procurement process. Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility. Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. People Management: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals. Manage and coordinate personnel provisioning. Motivate, train and guide staff within the chief directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate. Promotion of sound labour relations; Diversity management. Clients and Liaising: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

ENQUIRIES : Mr Gerhard Gerber Tel No: (021) 483 2787

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

OTHER POSTS

POST 35/204 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2) (HOSPITAL)**
Garden Route District

SALARY : R930 747 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Harry Comay Hospital

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

with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to be on call and available for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management and Financial Management. Ability to communicate verbally and in writing in at least two of the official languages of the Western Cape and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).

DUTIES : Provide strategic management and leadership within the nursing component of Harry Comay Hospital and Uniondale. Provide Clinical Governance and manage quality assurance and improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.

ENQUIRIES : Dr Z North Tel No: (044) 814 1126

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

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

CLOSING DATE : 20 October 2023

POST 35/205 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Metro Health Services

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in a Financial Management or Supply Chain Management field. Experience: Extensive experience that focuses on the Key Performance Areas (KPA's) of the post. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant Financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (Excel spreadsheets, report writing and drafting of Word documents, MS PowerPoint presentations). Excellent communication and presentation skills. An analytical approach to work, problem-solving skills and initiative.

DUTIES : Responsible for the budget control and monitoring of expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to finance and supply chain policies, PFMA and regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance. Provide oversight and management of professional support services in the sub-structure. Responsible for the Human Resource Management of personnel in the division.

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

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

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

CLOSING DATE : 20 October 2023

POST 35/206 : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services

SALARY : R627 474 (PN- A7) per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional

Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucher. Experience: A minimum of 8 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or training. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety, and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practices are rendered by the nursing team and promote quality of nursing care as directed by the scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem-solving and decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, and relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the are being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Ms RM Bezuidenhout Tel No: (023) 348 1104
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 : 20 October 2023

POST 35/207 : **INDUSTRIAL TECHNICIAN PRODUCTION (X-RAY/ IMAGING WORKSHOP)**

SALARY : R424 104 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: National Diploma (T- N- or S- Stream) or a B-Tech degree (or equivalent) in Electronic Engineering. Experience: Appropriate experience in the repair and maintenance of medical Imaging equipment in a Clinical Engineering environment and be willing to be trained in-house on an ongoing basis. Inherent requirements of the job: Good written and verbal communication in at least two of the three official languages of the Western Cape. Candidate must have the ability and experience to repair electronic imaging equipment by making use of test equipment, i.e., a multi-meter and QA equipment. Active interest in Medical Imaging Equipment and repair and servicing thereof. Willing and able to perform physically challenging work. Willing to do all work allocated to you by Clinical Engineering management and even work in different workshops within Clinical Engineering if so, required from time to time. Willing to work overtime (Normal working hours will be between 07:30 and 16:00). Competencies (knowledge/skills): Proven ability in fault-finding and repair of medical Imaging equipment. Including, but not limited to, X-ray machines, ultrasound units and other equipment maintained by Clinical Engineering. Candidate must have the ability to manage, plan and organise maintenance schedules on medical equipment.

		Knowledge of the Occupational Health and Safety Act. Computer literacy (including Excel and Word).
<u>DUTIES</u>	:	Liaise with clients and colleagues with regard to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising work and agreeing to the allocation of work due to operational requirements as determined by Clinical Engineering management. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of related medical equipment. (Could be after hours or at weekends). Keep up-to-date records of equipment and activities including acceptance testing, marking, and tracking. Ensure compliance with the Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	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").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on the day of the interview.
<u>CLOSING DATE</u>	:	20 October 2023
<u>POST 35/208</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN/REVENUE/PATIENT ADMIN/INFORMATION MANAGEMENT)</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Robertson /Montagu Hospitals and Sub-district, Langeberg Sub-district
	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration, Supply Chain, and Information management. Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours when required. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Advanced computer skills in MS Office (MS Word, Excel, PowerPoint, and Outlook). Good written and verbal communication skills and good management and supervisory skills. Ability to meet needs and recognize and respond to problematic matters and ability to work independently and as part of a team.
<u>DUTIES</u>	:	Strategic and Operational Management of Finance and/or Supply Chain Management. Strategic and Operational Management of Revenue and Patient Administration. Strategic and Operational Management of the Case Manager Services. Strategic and Operational Management of Information Management. Management of Line functions and support to Medical Manager, Department heads and Primary Health services Manage contracts administration related to hospitality services, and estate management including gardening services, security, registries, and staff accommodation.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Beyers Tel No: (023) 626-8543
	:	Applicants apply online: 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>	:	20 October 2023
<u>POST 35/209</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Directorate: Service Priorities Coordination
	:	Minimum educational qualification: An appropriate 4-year degree or Diploma in a Health-Related Field or equivalent. Experience: Appropriate experience in public health management and/or programme development and community and/ or primary health care services and management thereof. Inherent requirement of the job: Valid Driver's licence. Good written and communication skills in at least two of the three official languages of the Western Cape. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Computer literacy. Project management, Administrative, Research and Financial Management Skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and

- indicators relevant to health programmes. Understanding of the District Health System.
- DUTIES** : Manage and coordinate a high-burden and high-priority health programme. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the implementation of optimal health control policies and strategies in the province. Develop policies and guidelines with respect to the planning, implementation and monitoring of a provincial prevention, treatment and control programme. Produce quarterly reports and annual reviews of health programmes. Participate as a key member of the Service Priority Project Team as required to give effect to a health systems response.
- ENQUIRIES APPLICATIONS** : Ms N Henney or Dr N Firfirey Tel No: (021) 815-8804
: 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 practical assessment.
- CLOSING DATE** : 20 October 2023
- POST 35/210** : **PROJECT ADMINISTRATOR**
Directorate: Information Technology
- SALARY** : R359 517 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum requirements: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Project Management environment. Inherent requirements of the job: Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. A high level of computer literacy (Advanced MS Office). Ability to work cooperatively with colleagues and stakeholders at all levels. Ability to assist with the management of vendor contracts and SLAs. Budgeting and financial management skills. Analytical and strategic thinking. ICT Governance frameworks and processes.
- DUTIES** : Provide project management administrative support services for health ICT projects. Assist to co-ordinate and implement ICT Governance in the department. Assist to develop and implement the ICT Strategic and Operational Plans for WCG Health. Assist to manage and monitor ICT Risks. Provide administrative support to monitor and evaluate vendor performance against contracts and Service Level Agreements. Assist with finance Management.
- ENQUIRIES APPLICATIONS** : Mr S Dlakana Tel No: (021) 483-6884
: 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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
- CLOSING DATE** : 20 October 2023
- POST 35/211** : **ADMINISTRATIVE OFFICER: CONTINUOUS EDUCATION AND TRAINING (CET) COORDINATOR**
Emergency Medical Services
- SALARY** : R294 321 per annum
CENTRE : College of Emergency Care
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administrating and coordinating the Continuous Education and Training (CET) function. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to travel. Ability to communicate effectively in at least two official languages of the Western Cape. Competencies (knowledge/skills): Excellent verbal and written communication skills. Good interpersonal and teamwork skills. Proficient computer literacy (i.e., MS Word, MS Excel, MS PowerPoint). Ability to take minutes and plan meetings.

DUTIES : Strategic planning and administration of the appointment of teachers and invigilators. Provide and ensure effective administration of the CET programme. Coordination and monitoring of monthly reporting to management, and all stakeholders. Planning and coordination of meetings with different stakeholders.

ENQUIRIES : Ms C. Mabaleka Tel No: (021) 938 4115 / 6270
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 13 October 2023

POST 35/212 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**

SALARY : R202 233 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Information management experience within a hospital environment. Inherent requirement of the job: Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience and knowledge of Health Information Systems (Sinjani, BI). Appropriate working knowledge and experience. Advanced computer literacy (MS Office: Word, Excel, PowerPoint and Access). Good numerical and organisational skills. Good interpersonal and conflict resolution skills.

DUTIES : Perform an administrative role as a member of the Information Management team. Assist with data quality monitoring, verification and submission to Head Office in a prescribed format and within set time frames and according to the Information Management Policy. Provide support to the supervisor, Management and colleagues. Assist in the monitoring of data trends and data completeness. Maintain Accurate Statistical Records. Compile and distribute health data reports.

ENQUIRIES : Mr J Majavie Tel No: (021) 938-5887

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

NOTE : Shortlisted candidates will be subjected to a computer literacy test.

CLOSING DATE : 20 October 2023

POST 35/213 : **ADMIN CLERK: FINANCE/ADMIN (HOSPITAL FEES/BILLING) WEST COAST DISTRICT**

SALARY : R202 233 per annum

CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Administration and the Accounting field. Inherent requirements of the job: Willingness to work overtime and weekends when required, perform standby duties and act as reliever for Admissions and Cashier. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent time management skills, and willingness to gain new knowledge and attend training. Computer literacy (MS Word/Excel).

DUTIES : Control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation - Correct billing of all services rendered of State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patient, and in-patients' invoices in the AR System. Ensure that the ICD 10 coding has been captured. Release Invoices. Printing of: Attendance invoice tracking report, Late attendance report, accumulative discharge report, and Late Discharge report, to identify all State Departments, WCA, RAF, H2, H3, Medical Aid, and Private Doctor out-patients admitted and discharged. Suspend inactive invoices with the code "SHOLD" through the "Suspensions" function in the AR system where services cannot be captured within 14 days. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.

ENQUIRIES : Mr RJ Meyer Tel No: (027) 213 2039

APPLICATIONS : The Manager: Medical Services: Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 October 2023

POST 35/214 : **WHEELCHAIR REPAIR ASSISTANT**
 Chief Directorate: Metro Health Services

SALARY : R171 537 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Grade 9 General Education and Training Certificate (GETC)/ Grade ((Std 7). Experience: Appropriate experience in technical work including mechanical work or welding and or light electrical current. Appropriate experience to work on assistive mobility devices or similar equipment. Inherent requirements of the job: Flexibility and willingness to assist with service delivery in different clinical areas. Willingness to work with persons with physical disabilities. Physically fit to lift and carry heavy equipment and assist with transfers of patients. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic and innovative design skills and practical skills. Basic knowledge of light electrical current. Ability to safely handle power machinery and tools. Demonstrate technical and related functions. Demonstrate technical, observation and practical problem-solving skills and conversant with the requirements of the Occupational Health and Safety Act.

DUTIES : Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issuing receipts, capturing day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports (journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier-related enquiries.

ENQUIRIES : Ms A Visser Tel No: (021) 370 2351
APPLICATIONS : Applicants apply online: 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 required to do a practical test.

CLOSING DATE : 20 October 2023

POST 35/215 : **FOOD SERVICES SUPERVISOR**
 Chief Directorate: Metro Health Services

SALARY : R171 537 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines for safe preparation, storage, and handling of powdered infant formula for Health Facilities and Home Environments. Computer literacy in Microsoft Office (MS Word, Excel, PowerPoint, Outlook, and Teams).

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menu's, production planning and correct procedures for receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation procedures and maintain temperature control during the various processes. Implement, maintain, and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories, and maintain security measures to limit the loss of stock, apparatus, and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment

and selection, orientation of new staff, in-service training, discipline, grievances, and staff performance appraisal).

ENQUIRIES APPLICATIONS : Mr R Broekhuizen Tel No: (021) 918 1385

FOR ATTENTION NOTE : The Manager, Karl Bremer Hospital Nurses Home, 1st Floor, c/o Frans Conradie and Mike Pienaar Boulevard, Bellville, 7535

CLOSING DATE : Mr G Tilling

POST 35/216 : No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.

CLEANER : 20 October 2023

Chief Directorate: Rural Health Services
(12 Month Contract)

SALARY CENTRE REQUIREMENTS : R125 373 per annum plus 37% in lieu of service benefits

Worcester Regional Hospital

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Inherent requirement of the job: Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Standard Precautions of Infection Prevention and Control. Good communication skills.

DUTIES : General cleaning and maintenance (dusting, vacuuming, polishing, scrubbing, mopping). Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored, according to Infection control standards. Effectively use cleaning agents and stock as well as elementary stock control. Management of linen and segregation of waste. Responsible for a general hygienic and safe environment in line with Infection Control Standards and procedures, including the SEAT.

ENQUIRIES APPLICATIONS : Ms M Kok Tel No: (023) 348 1228

FOR ATTENTION NOTE : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6849.

CLOSING DATE : Mr RM Hill

Short-listed candidates may be subject to practical testing. No payment of any kind is required when applying for this post.

20 October 2023

POST 35/217 : **PORTER**

Chief Directorate: Rural Health Services

SALARY CENTRE REQUIREMENTS : R125 373 per annum

Worcester Regional Hospital

Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience in the portering services. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts including nightshift, weekends and public holidays. Must be able to work standby and overtime including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering details in the mortuary register. Efficiently and effectively controlled equipment and report any defects to trolleys/wheelchairs to the supervisor. An effectively supported HR function.

ENQUIRIES APPLICATIONS : Ms G Piet Tel No: (023) 348 1125

FOR ATTENTION NOTE : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850

CLOSING DATE : Mr RM Hill

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

20 October 2023

POST 35/218 : **DRIVER (LIGHT-DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Khayelitsha Eastern Sub-structure
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of Personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Physically fit and able to lift and load heavy items. Willingness to be on standby and work overtime. Sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, and inspections for defects on vehicles. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

DUTIES : Transport goods, posts, equipment, and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative/general and relieve duties when required or necessary. Support to supervisor and Clinics when required and Ad hoc Duties.

ENQUIRIES : Mr G De Long Tel No: (021) 360-4652/ Mr M Zwaan Tel No: (021) 360-4652
APPLICATIONS : The Director, Khayelitsha/Eastern Sub-structure Office, C/o Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 October 2023