



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2023

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **GOVERNMENT PRINTING WORKS:** Kindly note that the following 2 posts that were advertised in Public Service Vacancy Circular 09 dated 10 March 2023, the requirements have been amended as follows (1) Divisional Manager: Technical Technology Support with Ref No: (GPW23/12); relevant requirements are NQF Level 6/7 qualification in Engineering (Process/Industrial/Mechanical/Electrical), or similar field qualification as recognized by SAQA. 5 years appropriate experience in an Engineering and Plant & Equipment Design environment, of which three years should be at junior management level. (2) Printing Specialist: Digitalization with Ref No: (GPW23/13); relevant requirements are NQF level 6/7 qualification in IT/Software Programming/Engineering/Printing/Technology Management, or similar field qualification as recognized by SAQA. 5 years appropriate experience in a Digitalization or ICT Printing environment, of which three year is at junior management level. The closing date has been extended to 03 April 2023. **DEPARTMENT OF INTERNATIONAL**

RELATIONS AND COOPERATION: Please note the correct duties for the advertised post of Director: Enterprise Architecture that was placed in Public Service Vacancy Circular 09 dated 10 March 2023 (Branch: Corporate Management, Chief Directorate: Information & Communication Technology (ICT), Director: Enterprise Architecture), Duties: Develop technical strategies and implementation roadmaps for business solutions; Plan and execute ICT Projects. Perform project phase out duties; Manage and monitor continuous ICT service improvement; Manage the overall performance of the Directorate and participate in Corporate Governance. Closing date for the post extended to 06 April 2023. Enquiries: Mr Jan Matji Tel: (012) 301-8764. Applications: Please e-mail your application to dirctea23@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

DEPARTMENT OF MILITARY VETERANS: Please note that the posts for Chief Director Heritage Memorial Burial and Honour advertised in PSVC 9 of 2023: (CD HMBH) REF NO: DMV2021/06-01 must change to DMV2023/01/04 and (CD SESS) DMV2021/06-02 must change to DMV2023/01/05.

NATIONAL SCHOOL OF GOVERNMENT: Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 03 March 2023 is withdrawn Deputy Director: Service Delivery Improvement with Ref No: NSG:05/2023. With the closing date of 17 March 2023.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM: Kindly note that the following post is withdrawn and was advertised in Public Service Vacancy Circular 07 dated 03 March 2023: Personal Assistant: Trade and Sector Development Ref No: NCDEDAT/2023/07. The closing date was 13 March 2023.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	03 April 2023 at 16:00
<u>NOTE</u>	:	<p>The application must include only 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 highest 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). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (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. Applications: 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 reorganization 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.</p>

MANAGEMENT ECHELON

- POST 10/01** : **SENIOR FINANCIAL OFFICER REF NO: 3/2/1/2023/255**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma (NQF 7) in Accounting / Business Administration / Commerce or Bachelor of Accounting Honours / Business Administration Honours / Commerce Honours. Minimum of 5 years' experience at Senior Management level in an accounting environment, budgeting, project management human capital management and facilities management. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Accounting Practice (GAAP). Knowledge of Pastel. Computer literacy. Government systems and structures. Government decision making processes. Project management principles and tools. Strategic capability and leadership. Customer focus. Knowledge of facilities management. Good communication skills (verbal and written). Financial management skills. Interpersonal skills. Computer software skills (good excel skills). Problem solving and Decision-making skills. Time management skills. Business skills. Interpersonal skills. Analytical skills A valid driver's licence.
- DUTIES** : Manage internal Controls and good governance principles. Timely payment of invoices. Implement external audit management action plans. Implement internal audit management action plan. Manage Employee Performance. Presidential enquiries and parliamentary questions addressed Manage implementation and the financial reporting process of the Deeds Trading Account. Develop and maintain budget and reporting systems. Process transactions for internal and external reporting. Develop and maintain an integrated financial accounting system. Process accounts payable. Manage debt collection. Manage provisioning of supply chain and facilities management services for the Branch: Deeds Registration. Manage demand management plan and acquisition services. Provide logistics and asset management services. Ensure efficient and effective facilities management services Manage provisioning of human resource management and records management services. Manage staffing services and human resource benefits Manage and implement performance management and development systems Manage compliance of the human resource policies and procedures. Manage employee relations. Provide auxiliary support services.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered
- POST 10/02** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2023/256**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Registrar of Deeds: Eastern Cape (Mthatha)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job related knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Job related skills:

<u>DUTIES</u>	: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and Assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence.
<u>ENQUIRIES</u>	: Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Saila Tel No: (012) 338 7296
<u>APPLICATIONS</u>	: Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered
<u>POST 10/03</u>	: <u>REGISTRAR OF DEEDS REF NO: 3/2/1/2023/257</u>
<u>SALARY</u>	: R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	: Office of The Registrar of Deeds: Western Cape (Cape Town) : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job related knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and Assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence.
<u>DUTIES</u>	: Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Saila Tel No: (012) 338 7296

APPLICATIONS : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered

POST 10/04 : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2023/257**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS : Office of The Registrar of Deeds: Limpopo (Polokwane)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds / Middle or Senior Managerial level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy Analyses and Development. Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence.

DUTIES : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common-, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports

and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 338 7238 and Mr R Salla Tel No: (012) 338 7296

APPLICATIONS : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered.

POST 10/05 : **DIRECTOR: GROOTFONTEIN AGRICULTURAL DEVELOPMENT INSTITUTE REF NO: 3/2/1/2023/226**
Directorate: Grootfontein Agricultural Development Institute

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS : Eastern Cape (Middelburg)
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and Master's Degree in Agriculture / Education / Education Management (NQF level 9). Minimum of 5 years' middle / senior managerial experience level in a teaching and learning environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that governs the Public Service including the Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Relations Act etc. Understanding of the South African government's vision, priorities and priority outcomes in terms of skills development. Knowledge of other relevant legislation (e.g. Higher Education Act, Skills Development Act, National Qualifications Framework Act and Continuation of Education and Training Act). Knowledge of Sector Education and Training Authorities and their functions, South African Qualifications Authority (SAQA) processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the White Paper on the Transformation of the Public Service (Batho Pele). Job related skills: Financial management skills. Strategic capabilities and leadership skills. Programme and project management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client Orientation and Customer focus. Communication skills (verbal and written). Honesty and integrity. Change management skills. Computer literacy with excellent skills in the use of word processing and spreadsheet software with specific reference to the use of Microsoft Excel formulas and functions. Willingness to travel and work extended hours. A valid driver's licence.

DUTIES : Give strategic direction at institutional level and create an enabling environment for delivery by line functions. Conduct strategic planning for the Institute. Oversee policy alignment and development. Establish strategic partnerships with relevant stakeholders, academic institutions and service providers. Build strong and effective internal service delivery support structures. Monitor the delivery of effective support services and implement corrective measures where required. Implement a Total Quality Assurance System to ensure and continuously improve relevance and quality of services. Provide oversight towards promotion of knowledge, skills and attitudes among the youth and farmers through formal learning programmes. Provide oversight in the establishment and review of program delivery structures. Provide oversight in delivery of the different learning programmes. Oversee policy alignment and development. Establishment of partnership arrangements with stakeholders. Sourcing of capacity and resources for delivery on mandate. Provide oversight towards the development, evaluation and provisioning of new technology for profitable and sustainable small stock production. Engaging with stakeholders on research priority setting and coordination in the sector. Review research projects before approval and implementation. Exercise quality control over research publications of the Institute through the Research and Development and Editorial Committees. Source funding for

national research assets housed at the Institute. Oversee the development partnership agreements. Promote the skills level of existing farmers and community members through extension and outreach programs. Review community development projects before approval and implementation. Review information packs before publication. Monitor and evaluate progress with extension and outreach activities. Oversee the compilation of an Institutional Annual Report for Extension and Outreach. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

ENQUIRIES APPLICATIONS : Ms L Botsheleng Tel No: (012) 319 7328
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

POST 10/06 : **DIRECTOR: PROPERTY MANAGEMENT AND POLICY DEVELOPMENT**
REF NO: 3/2/1/2023/246
 Directorate: Property Management and Policy Development

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS : Gauteng (Pretoria)
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Property Management / Property Portfolio Management (NQF Level 7). Minimum of 5 years' middle / senior managerial experience in property management environment. Job related knowledge: Project management. Budgetary planning. Computer literacy. Design and development of programmes. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Risk management. Planning. Strategic planning. Human Resource Management. Job related skills: Ability to prioritise multiple tasks while maintaining attention to detail. Ability to learn and master new products and concepts. Communication skills (verbal and written). Computer literacy (Microsoft Project Office). A valid driver's licence.

DUTIES : Develop policies, procedures and guidelines. Identify prior areas for policy development. Conduct research on relevant policy development initiatives. Conduct stakeholder consultation. Draft property management policies. Facilitate and consolidate policy inputs for approval. Develop an immovable asset management plan. Coordinate the development of a portfolio strategy and management plan for departmental assets. Coordinate the development of management plans for individual immovable asset life cycle. Coordinate performance assessments of immovable assets. Coordinate the identification of maintenance activities required and the true costs of such activities. Develop a disposal strategy. Monitor and evaluate policies, procedures and guidelines. Identify policy gaps. Monitor policy compliance and identify root causes for non-compliance if any. Monitor the effectiveness of approved policies. Develop and provide capacity building and training. Identify training needs and requirements. Develop training manuals and promotional leaflets. Development of training programmes. Provide training to internal and external clients and stakeholders.

ENQUIRIES APPLICATIONS : Mr R Shilote Tel No: (012) 312 8911
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

OTHER POSTS

- POST 10/07** : **REGIONAL MANAGER (X3 POSTS)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: Veterinary Public Health: Gauteng
Pretoria Ref No: 3/2/1/2023/221
Mpumalanga (Mbombela) Ref No: 3/2/1/2023/222
Eastern Cape (East London) Ref No: 3/2/1/2023/223
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Sciences Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. Minimum of 5 years working experience as a State Veterinarian. Extensive experience in primary animal health care, animal identification and / or related sectors. Experience in regulatory veterinary services in South Africa. Experience in conducting inspections and audits of establishments regulated under regulatory veterinary services. Experience in performance management of subordinates. Job related knowledge: Knowledge of the provisions of the Veterinary and Para-veterinary Professions Act, 1982 (Act No.19 of 1982) in relation to compulsory community service. Practical working knowledge of the Animals Protection Act, 1962 (Act No. 71 of 1962) as amended, the Performing Animals Protection Act, 1935 (Act No. 24 of 1935) as amended, the Animal Identification Act, 2002 (Act No. 06 of 2002), and the Animal Diseases Act, 1984 (Act No. 35 of 1984) as amended. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills. Ability to communicate clearly (both verbally and written). Management and organisational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to change. Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain good interpersonal relationships and work in a team. Pronounced self-motivation to initiate and handle new projects. Ability to prepare document and draft policies with minimum grammatical and formatting errors. Willingness to work extended hours. A valid driver's licence.
- DUTIES** : Manage the implementation of legislative and related matters. Contribute to the development, review and auditing of policies, standards, guidelines. Monitor / audit the application of the relevant risk management systems. Monitor / audit the application of the legislation, policies, guidelines, norms and standards to identify gaps and trends in the sector. Establish, coordinate and manage the implementation of the Animal Identification and Traceability System in accordance with the relevant policies, legislation and / or prescripts. Facilitate the implementation of relevant national veterinary services mandates at regional level. Coordinate and manage Primary Animal Health Care, Compulsory Community Service (CCS) and Veterinary Public Health in the regions. Coordinate and manage activities with regards to the implementation of the compulsory community service programme as prescribed under the Veterinary and Para-veterinary Professions Act, 1982 (Act No. 19 of 1982) as amended. Ensure procurement of items and materials for the programmes managed. Approve, audit and register compulsory community service facilities in line with the applicable policies. Monitor the performance of CCS veterinarians at their allocated CCS facilities. Conduct audits on community veterinary services and facilities to ensure compliance with the management systems and norms and standards. Develop guidelines, procedures, norms and standards relating to primary animal health care. Approve and register mentors for the performance of the compulsory community service. Conduct cost benefit analysis in relation to veterinary intervention strategies. Coordinate and consolidate regional CCS reports. Coordinate and consolidate regional animal health reports and deliverables. Coordinate and consolidate regional veterinary public health reports and deliverables. Manage activities with regards to animal welfare. Coordinate the implementation of the operational framework for Animal Welfare. Participate in the review of animal welfare legislation. Participate and represent the Department in animal welfare forums such as Livestock Welfare Coordinating Committee (LWCC), etc. Attend to legal matters pertaining to the Department with respect to animal welfare legislation. Coordinate and manage the delivery of extension services related

to Primary Animal Health Care, Veterinary Hygiene and Animal Identification to stakeholders and communities. Conduct training for and audit the compulsory community service mentors. Determine information / training needs of stakeholders (communities, farmers, DALRRD officials, provincial officials, etc). Develop and conduct awareness campaigns on matters of primary animal health care, veterinary public health and animal identification and traceability of animals. Provide technical inputs and / or training to other regulatory and non-regulatory stakeholders. Represent the Department in various fora, inter-departmental, international technical meetings, Committees, Council and working groups. Identify and assist in the selection of primary animal health care project sites in the Provinces. Manage the resources (Physical, Human and Financial) of the unit. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Attend to Human Resource related issues for the CCS veterinarians in the region. Ensure capacity and development of staff. Manage discipline. Coordinate and / or implement DALRRD Veterinary Services activities in the region. Perform technical veterinary functions as may be necessary to implement national programmes and directives. Liaise with stakeholders on behalf of the Department. Collect, collate and consolidates data necessary for national programmes. Represent the DALRRD Veterinary Services as may be required.

- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 10/08** : **DEPUTY DIRECTOR: PRIMARY ANIMAL HEALTH CARE REF NO: 3/2/1/2023/235**
Directorate: Veterinary Public Health
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. Minimum of 5-years working experience as a State Veterinarian. Extensive experience in primary animal health care, animal identification and / or related sectors. Experience in regulatory veterinary services in South Africa. Experience in conducting inspections and audits of establishments regulated under regulatory veterinary services. Job related knowledge: Knowledge of provisions of the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) in relation to compulsory community services. Practical working knowledge of the Animal Protection Act, 1962 (Act No 71 of 1962) as amended, the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended, the Animal Identification Act, 2002 (Act No 06 of 2002), and the Animal Diseases Act, 1984 (Act No 35 of 1984) as amended. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills. Ability to communicate clearly, both verbally and written. Management and organisational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to changes. Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain interpersonal relationships and work in a team. Pronounced self-motivation to initiate and handle new projects. Ability to prepare document and draft policies with minimum grammatical and formatting errors. Willingness to work extended hours. A valid driver's licence.
- DUTIES** : Manage and coordinate the implementation of animal identification service. Implementation of provisions of the Animal Identification Act, (Act No 06 of 2002). Maintain the national database of animal identification. Draft relevant policies related to animal identification. Liaison with stakeholders in the

enforcement of the Animal Identification Act, 2002. Manage and co-ordinate the implementation of the Compulsory Community Service (CCS) programme for veterinarians and para-veterinarians. Develop and implement management systems for the compulsory community service. Placement and deployment of CCS candidates in accordance with the identifies priorities of the service. Conduct regular inspections and audits on the performance of CCS programme to verify compliance with the management systems. Establish principles, norms and standards on Primary Animal Health Care (PAHC) service provision. Develop and manage liaison and provide technical input and / or training to other regulatory and non-regulatory stakeholders (e.g. South African Police Service, Provincial Departments of Agriculture, etc). Manage the allocated budget. Manage and implement the provisions of the animal welfare legislation. Develop and implement policies related to the Animals Protection Act, 1962, the Performing Animals Protection Act, 1935 and the welfare of animals in general. Monitor compliance of establishments and persons handling animals to the animal welfare legislations. Manage the issuance of Performing Animals Protection Act licenses. Provide technical support on matters to animal welfare. Manage the provisions of capacity building programmes to stakeholders and internal staff with regards to Veterinary Public Health Services. Determine training needs of internal staff and external stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Provide assistance to Provinces on awareness and extension services as and when required. Manage national awareness campaigns related to meat safety. Coordinate extension and awareness services in collaboration with the relevant Directors, Departments and Provinces. Liaise with stakeholders and represent the Department at relevant events and bodies. Represent the Minister and the Department in various forums and give inputs at inter-departmental technical meetings, committees and councils. Represent the country and give inputs at international technical meetings, forums, committees, working groups. Liaise with relevant stakeholders on matters related to food safety. Establish and maintain necessary food safety related forums. Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 10/09** : **DEPUTY DIRECTOR: COOPERATIVES DEVELOPMENT REF NO: 3/2/1/2023/242**
Directorate: Cooperatives
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Economics / Business Management / Development Studies / Agricultural Management. Minimum of 3 years' junior management experience in Cooperatives Development. Job related knowledge: Knowledge of the Cooperatives Act, National Small Business Amendment Act, Companies Act. Public Finance Management Act (PFMA). Job related skills: High level of integrity. Strong leadership and supervisory skills. Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation skills. Ability to work independently. Ability to work under pressure. Leadership skills. Planning and execution skills. Management of Human Resources skills. Acceptance of responsibility. Willingness to work extended hours and to travel extensively (locally and abroad). A valid driver's licence.
- DUTIES** : Develop and implement strategies, frameworks, norms and standards for cooperatives in the sector. Coordinate the compilation of agricultural

cooperatives strategies, frameworks, norms and standards. Review cooperatives strategies, frameworks, norms and standards for cooperatives in the sector. Develop standard operating procedures for training of cooperatives in the sector. Promote the development of agricultural cooperatives in line with government programmes. Conduct needs analysis and link agricultural cooperatives to government programmes. Coordinate training and capacity development for cooperatives in the sector. Identify cooperatives that require support through training and capacity development. Conduct pre-training assessment / questionnaire to formulate an action plan for training. Conduct training on selected cooperatives in collaboration with Provincial Departments of Agriculture. Conduct impact assessment on cooperatives training programmes. Identify cooperatives supported with training through farm together cooperative training programme. Conduct impact assessment using a pre-developed assessment questionnaire. Compile impact assessment report. Manage Cooperative Information Management Systems (CODAS). Liaise with Provincial Departments of Agriculture and other stakeholders to collect data on agricultural cooperatives. Capture data on CODAS. Periodically update captured data on CODAS. Analyse captured data and compile reports on the status of agricultural cooperatives. Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure procurement of goods and services and proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- POST 10/10** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :
- Mr A. Malomane Tel No: (012) 319 8465 / 8466
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- DEPUTY DIRECTOR: AGRICULTURAL ECONOMICS REF NO: 3/2/1/2023/243**
- R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- Directorate: International Trade Promotions: Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics or B Com Honours Degree in Economics. Minimum of 3 years' junior management experience in International Trade environment. Job related knowledge: Computer literacy. Public Finance Management Act (PFMA). Planning and organizing. Project management. Knowledge of economic and financial (advanced) analytical techniques. Knowledge and experience of provisions in the legal text of the Free Trade Agreements and the Preferential Trade Agreements with other countries and regional blocks. Knowledge and experience of multilateral agreements' legal text in the World Trade Organization applicable to all member's countries including South Africa. Job related skills: Computer skills. Statistical skills. Negotiation skills (advanced). Communication skills (verbal and written). Presentation skills (advanced). Advanced international research. A valid driver's licence. Basic international research.
- Analyse and develop trade policy. Articulate and manage matters of strategic importance. Continuous in-depth study / research of developments / patterns / trends in the agricultural international trade and investment environment, considering the sector context such as resources, production, marketing, reform, macroeconomics, farm management, agricultural business, business support and rural development, trade analysis and research such as on: sector trade performance, trade negotiations impact, impact of international trade policies and legislations on the sector economy, international trade law affecting the sector, norms and standards settings affecting the sector, foreign market access issues, national and global capacities on trade facilitation and investment facilitation. Establish and maintain a network for liaison with economic / agricultural analysis institutions though, inter alia, the following: benchmarking, methodologies, partnership and inter-sectoral collaboration (nationally and internationally). Undertake the analysis / identification of

economic question / challenges in a specific environment / situation (specific geographic areas, a specific industry, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions. Outcome such as: Environmental scanning relating to international trade policies, strategies and global developments, monitoring and evaluation of the impact of threats and opportunities (variable / non v-variables). Performing feasibility and viability studies. Design, complete and support policy, strategies and interventions within the mandate of international trade negotiations / diplomacy, market access and trade information and communications. Undertake the application, adaptation and / or development of models in order to reflect the current situation and / or forecast / project possible scenarios. This will entail, inter alia, the following: Identify and prioritise the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future – local and international) on opportunities and threats (variable / non-variables) in relation to the specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analysis to address the policy questions and propose interventions. Render advice on trade policy. Articulate and manage matters of strategic importance. Consultation with stakeholders e.g. the Agricultural Trade Forum, Value Chain Round Tables and Provinces. All of the elements of above point 1 would apply. Monitor and evaluate international events and developments. Articulate and manage matters of strategic importance. Undertake the application, adaptation and / or development of models and trade analytical tools in order to reflect the current situation and / or forecast / project possible scenarios. This will entail, inter alia, the following: Identify and prioritise opportunities and threats (variable / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future-local and international) on opportunities and threats (variables / non-variables) in relation to the specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analytical tools to address the policy questions and propose interventions. Undertake the support and facilitation of trade initiatives, trade negotiations, trade policies and strategies and the compilation of the final output e.g reports, position papers, information documents, policy documents, strategies, populated databases, international trade agreements. Outputs such as for example: Reports on progress on international trade negotiations, on the review of trade negotiations and on sector performance. Trade relations strategies and communications on exporter support and communication actions in support of export development. Trade and export opportunity studies and reports. Country briefings. Render negotiating support for international trade negotiations, international trade agreements and market access: Articulate and manage matters of strategic importance. Negotiate sector specific technical aspects of international trade agreements between countries and regional blocks of countries: Consultation with stakeholders e.g. the Agricultural Trade Forum (ATF), Value Chain Round Tables and Provinces. Participate and national policy making relating to trade policies and strategies. Participate in international trade negotiations between countries and regional blocks. Monitor the implementation of the negotiated trade agreements. Undertake the provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within trade negotiations and the impact. Extrapolating links to the international trade diplomacy policies and strategies. Represent South Africa and sector in international organizations and country to country meetings on trade and market access matters. Articulate and manage matters of strategic importance. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following, benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Participate in national and international sector and trade related forums such as for example the Organization for Economic Co-operation and Development (OECD), New World Wines Group, International Grains Council, Cairns Group. Participate in regional consultative and negotiating forums such as for example the South African Customs Union (SACU) structures, South African Development Community (SADC) Free Trade Agreement, African Union and forums and platforms created for specific preferential and free trade agreements such as the South African Development

Community – European Union Economic Partnership Agreement (SADC-EU EPA), The Southern Common Market of Latin America (MERCOSUR) and Africa Continental Free Trade Area (AFCFTA). Manage trade related market research and intelligence to promote exports and leverage government trade promotion instruments. Articulate and manage matters of strategic importance. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia, the following: benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Communicate and awareness of trade, investment and business support (local and international). Support the context of international trade diplomacy and relations policies and strategies for agricultural growth, sustainable development, resources utilization, production support, marketing enhancement, legislation and regulatory compliance, support of social frameworks and agrarian reform, AgriBEE opportunities and national risks. Maintaining internal analytical tools, application and training on the use.

- ENQUIRIES** : Ms J. Mahlangu Tel No: (012) 319 7291
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 10/11** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/244**
Directorate: Operational Management
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Admission as an Attorney or Advocate of the High Court of South Africa. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, law and other relevant acts and legislative prescripts. Specialised knowledge of constitutional Law. Law of contracts. Knowledge of legislation: The administration of Estates Act 1965, The Wills Act 1953 and Intestate Succession Act 1987. Knowledge of South African law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Act. Check Research report e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholders' engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representation by landowners. Check Gazette notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representation by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Association (CPA)1 to CPA8 and CPA constitution. Check Deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed

against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons, and other court proceedings. Draft memorandum informing National Office about new matter and request instructions from the Chief land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress identify cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court documents (pleadings). Attend Pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the Commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondence to various stakeholders e.g. Attorneys, companies, claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandum requesting signing of settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandum for payment of rates. Acquire proof of payment of rates. Obtain certificate from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land components. Liaise with research Institution for research and data collection purposes. Analyse collected data and develop provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

**ENQUIRIES
APPLICATIONS**

: Ms D Peters Tel No: (051) 400 4200
 : Applications 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

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

POST 10/12

: **STATE VETERINARIAN REF NO: 3/2/1/2023/224 (X2 POSTS)**
 Directorate: Veterinary Public Health
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and Bachelor of Veterinary Science (BVMCh). Registration with the South African Veterinary Council as a Veterinarian. Minimum of 1 year of experience as a state veterinarian or compulsory community service veterinarian in a regulatory state veterinary area in South Africa. Experience in monitoring abattoirs, processing plants and / or cold stores registered under the Meat Safety Act. Job related knowledge: Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No. 40 2000). Applications of the Animal Disease Act, 1984 (Act No. 35 of 1984). Knowledge and practical experience of import and export facilitation. Knowledge of relevant Codex, The World Organization for Animal Health (formerly the Office International des Epizooties (OIE), Food and Agriculture Organization (FAO) and other international standards and guidelines related to food of animal origin. Knowledge of principles of chemical residue monitoring. Job related skills: Analytical skills. Research skills. Ability to communicate clearly, both verbally

and written. Administration and organizational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem solving skills. Ability to think logically and adapt to change. Ability to maintain good interpersonal relationships and work in a team. A valid drivers licence. Willingness to work extended hours.

DUTIES

: Develop, implement or monitor policies, standards, guidelines and programmes for the safe production of meat and other animal products. Develop and formulate policies, norms, standards and legislation for the production of animals and animal products. Implement and enforce the relevant Acts and accompanying regulations. Audit the implementation of applicable legislation and standards. Monitor implementation of the Meat Safety Act at Abattoirs, cutting and processing plants, hides and skins and sterilization of plants. Execute law enforcement in accordance with the Act. Draft and implement national microbiological monitoring and control policies. Draft and implement national parasitology monitoring and control policies. Develop and coordinate awareness programmes related to relevant policies and standards. Contribute to an efficient and comprehensive risk analysis service in relation to local production of meat from animals and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans or animals in South Africa in relation to local production of meat and animal products. Identify possible measures to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conducting relevant line function risk assessments relating to animals and animal products. Facilitation of imports and exports of animals and animal products. Manage and coordinate the importation of animals and animal products according to the provisions of the Meat Safety Act and related legislations. Draft, evaluate and complete import and export questionnaires. Auditing and registration of veterinary approved import / export facilities according. Process queries and appeals from stakeholders. Coordinate the National Food Safety Programmes (National Residues Monitoring and Control Programmes, National Microbiological Monitoring Programme, National Parasitology Monitoring Programme). Draft and implement programmes for all commodities of interest. Conduct risk analysis on substances and compounds of interest. Collation and analysis of results based on risk analysis conducted. Manage the transportation, reception, sorting and storage of all samples. Ensure that establishments that take part in the programmes have a sufficient supply of sampling equipment and packaging materials. Analysis and responding to reports. Coordinate the One Health portfolio. Draft policies related to one health. Draft necessary policies on combating of antimicrobial resistance (AMR). Draft and implement antimicrobial usage and antimicrobial resistance surveillance plans for animals and animal products. Draft and implement awareness plans for one health, antimicrobial resistance and judicious use of antimicrobials. Participate in activities related to one health and AMR, both internally and externally. Conduct risk analysis in relation to the production of meat and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of human and / or animals in South Africa in relation to production of meat and animal products. Identify all possible means to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conduction certain relevant line function risk assessments relating to animals and animal products. Draft, evaluate and submit import and export facilitation questionnaires. Perform administrative and related functions. Provide inputs for the Operational Plan of the Veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Supervise and manage performance of relevant staff i.e. para-veterinary and administration.

**ENQUIRIES
APPLICATIONS**

: Dr MSM Molefe Tel No: (012) 319 7688
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

NOTE

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

- POST 10/13** : **STATE VETERINARIAN REF NO: 3/2/1/2023/236**
 Directorate: Veterinary Public Health
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration with the South African Veterinary Council as a Veterinarian. Minimum of 1 year experience as a State Veterinarian or compulsory community service veterinarian in a regulatory state veterinary area in South Africa. Experience in primary animal health care, veterinary regulatory control or animal welfare. Job related knowledge: Sound application, experience and knowledge of veterinary services legislation especially the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) as amended, the Animal Identification Act, 2002 (Act No 6 of 2002), the Animal Protection Act, 1962 (Act No 71 of 1962) as amended and the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended. Knowledge and understanding of the Animal Diseases Act, 1984 (Act No 35 of 1984) and the Meat Safety Act, 2000 (Act No 40 of 2000). Job related skills: Auditing and problem-solving skills. Analytical skills. Report writing skills. Planning skills. Communication skills (verbal and written). Administrative skills. Interpersonal skills. Willingness to work extended hours. A valid driver's licence.
- DUTIES** : Development and implementation of legislation and related matters. Development and review policies, standards and guidelines. Monitor / audit the application of the relevant risk management systems. Monitor / audit the application of the legislation, policies, guidelines, norms and standards. Coordinate the implementation of the Animal Identification and Traceability Systems in accordance with the relevant legislation and standards. Implementation of relevant national veterinary services mandates at regional level. Coordination and implementation of Compulsory Community Service (CCS) and Primary Animal Health Care (PAHC) programmes. Implement administrative matters related to CCS and PAHC programmes. Develop and implement management systems for CCS and PAHC. Conduct regular audits on the performance of CCS and PAHC to ensure compliance with the management systems and applicable policies. Procurement of items and materials for CCS and PAHC. Audit and register compulsory community service facilities. Register mentors for the performance of the compulsory community service. Coordinate and consolidate regional CCS reports. Coordinate and consolidate regional animal health reports and deliverables. Coordinate and consolidate regional veterinary public health reports and deliverables. Coordination and implementation of the animal welfare legislation. Develop policies and standards for animal welfare. Implement the operational framework for animal welfare. Monitor the implementation of animal welfare legislation across the country. Attend to legal matters pertaining to the Department with respect to animal welfare legislation. Coordination of animal identification and traceability programme. Develop and implement policies related to animal identification and traceability. Coordinate the marking of animals in the country. Manage the animal identification and traceability database. Implement remedial actions as and where necessary. To establish and manage the delivery of an extension service related to Primary Animal Health Care (PAHC), Animal Welfare and Animal Identification and Traceability to stakeholders and communities. Develop training and awareness material related to areas managed. Implement campaign on matters of PAHC, Animal Welfare and Animal Identification and Traceability to the communities and farmers. Liaise and provide technical input and / or training to regulatory and non-regulatory stakeholders (e.g. South African Police Services, Provincial Departments of Agriculture, etc.).
- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

<u>NOTE</u>	:	Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 10/14</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION REF NO: 3/2/1/2023/231</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: National Rural Youth Service Crops (Narysec): Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration. Minimum of 3 years' experience at a junior management level in youth development environment. Job related knowledge: Project management life cycle. Skills Development Act. South African Qualification Act. Youth Development. Job related skills: Planning and organizing skills. Financial management skills. Decision-making skills. Communication skills (verbal and written). Interpersonal skills. Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet). Skills development. Youth development. A valid driver's licence.
<u>DUTIES</u>	:	Manage recruitment and selection process for the NARYSEC Programme. Identification of areas for recruitment in consultation with relevant stakeholders. Develop the advertisement in line with NARYSEC recruitment guidelines in consultation with Human Resource Management. Develop and update the Provincial Recruitment Plan. Facilitate the finalization of the selection process and participate in the selection process (panel member). Consolidate recruitment and selection report. Maintain a consolidated recruitment database per year of intake. Manage the creation of individual personal files for new recruits. Conduct quality assurance on files for recruited participants. Facilitate the signing of contracts for all newly and extended NARYSEC participants. Manage the submission of recruited participants files to National / Provincial Human Resource for capturing on Personnel and Salary Administration (PERSAL). Facilitate the pre-orientation / induction and enrolment of youth into the programme as well as attendance of the National Youth Leadership Development Programme (NYLDP). Submit a consolidated list of all new recruits to National Office and Provincial Director. Manage and coordinate leadership training for NARYSEC participants. Coordinate information sharing including pre-health tests. Ensure travel logistics are coordinated for new recruits. Manage and coordinate Pre-Assembly at Thaba Nchu College as determined by the National Office. Consolidate and management of NARYSEC database reflecting the information of all the participants engaged in skills development activities, community services and exit opportunities. Update and maintain the status NARYSEC programme. Report on status of NARYSEC programme information for monthly meetings. Consolidate NARYSEC monthly reports (utilisation, dashboard, Persal and narrative). Manage the creation and updating of NARYSEC files with skills development, community service, exit opportunities, exit letters and contracts. Manage and maintain provincial NARYSEC stakeholder partnerships. Identify and engage strategic partners for the implementation of the NARYSEC programme needs within the Province. Participate in stakeholder engagements meetings for the successful implementation of NARYSEC programme. Conduct quarterly meetings with relevant stakeholders with regard to the NARYSEC programme / community service being implemented. Conduct monthly meetings with District Coordinators and Senior Administrative Officer with a view to ensure the successful implementation of programme in the Province. Manage and coordinate Provincial Reference Group (PROREG) / National Reference Group (NAREG) meetings on quarterly basis and ensure that minutes are produced. Manage and coordinate NAREG elections in various municipality and produce a report. Ensure that NAREG leaders are formally appointed. Manage and coordinate participants in community services. Identify relevant stakeholders that can provide community service and sign partnership agreement / commitment letters. Participate in the stakeholder meetings with relevant stakeholders (DALRRD, Department of Agriculture and Rural Development (DARD), Municipalities, The Department of Cooperative Governance and Traditional Affairs (COGTA), other government Departments). Manage the placement process of participants in workplaces as determined by the standard visitation skills schedule. Develop community service plans and manage the implementation of community services

monitoring systems. Coordinate community service for all NARYSEC participants. Manage the issuing and collection of community service logbooks during NARYSEC verification meetings and ensure that there is proper filing for easy reference and accountability. Develop and update monitoring and evaluation system for community service. Monitor the implementation of the NARYSEC programme. Conduct monthly visit to participants that are in leadership training and provide report. Conduct monitoring visits on a quarterly basis at training providers and workplaces, completing the skills development monitoring tools developed for this purpose. Coordinate attendance registers for institutional, workplace training on monthly basis. Compile and submit NARYSEC monthly reports as well as Provincial quarterly performance report with Portfolio of Evidence. Discuss NARYSEC challenges and ensure that remedial action is taken to address the challenges. Coordinate the collection and verify of top up allowance documentation in various institutions. Update NARYSEC database. Verify Persal list and submit monthly. Report community service for all NARYSEC participants. Report on fruitless and wasteful expenditure on monthly basis. Ensure that memorandums for freezing / unfreezing and termination are developed and submitted. Ensure filing management of information in each NARYSEC personal files. Develop Demand Management Plan in consultation with Finance and Supply Chain Management. Ensure that risk management register is developed and updated on monthly basis / quarterly basis. Manage human resources. Manage financial resources related to NARYSEC programme. Manage physical resources related to NARYSEC programme. Manage and coordinate exit strategy for NARYSEC participants. Consolidate database of NARYSEC participants in enterprise development. Coordinate engagement with various enterprise development stakeholder for opportunities. Ensure signing of memorandum of understanding with various stakeholders to submit NARYSEC exited participants. Consolidate referrals for NARYSEC participants for further assistance. Coordinate bursary opportunities for NARYSEC exited participants. Coordinate enterprise information sharing workshop. Coordinate registration of participants in various employment agencies. Consolidate and manage spreadsheet of NARYSEC participants for international study trips.

**ENQUIRIES
APPLICATIONS**

: Ms V Nemailli Tel No: (012) 337 3656
 : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.

NOTE

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

POST 10/15

: **DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2023/245**
 Directorate: Quality Assurance and Administration

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Free State (Bloemfontein)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management or Financial Accounting. Minimum of 3 years' experience at junior management level in finance environment. Job related knowledge: Financial policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical information System (LOGIS). Public Financial Management Act (PFMA). Treasury Regulations. Budgets and reporting procedures. Job related skills: Supervisory skills. Communication skills (verbal and written). Computer literacy. A valid driver's licence.

DUTIES

: Manage financial accounting functions for the Chief Directorate. Submissions of monthly and annual financial statements inputs. Management of Audits (External and Internal). Management of Suspense Account. Manage the reconciliation of financial compensation payments. Financial reporting i.e interest receivables and land purchase advance payments. Manage the Chief Directorate budget. Manage, coordinate and preparation of inputs for Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates of National Expenditure (AENE). Ensure that all Standard Chart of Accountants (SCOA) items are allocated with funds as per approved Demand Management Plan (DMP). Authorization of household payment instructions. Coordinate financial analysis including preparation and submission of reports. i.e Submission of In Year Monitoring (IYM) Reports and Management Reports.

Promotes adherence to government policy and overall financial function. Provide project financial support. Manages the financial performance of the project (e.g. monitoring expenditure, variation orders, contractual obligations and accounts payables according to PFMA and Treasury Regulations. Project expenditure summary reports. Manage the risk identified and incorporate specific activities to overcome or reduce the risks. Provide supply chain client relations management. Coordination and consolidation of Demand Management Plans and procurement plan inputs as per issued instructions. Manage the processing of purchase requisition file upon receipt to Supply Chain Management in accordance with the relevant prescripts. Manage the activities on assets, stationery and facility management in line with the relevant prescripts.

**ENQUIRIES
APPLICATIONS**

: Ms D Peters Tel No: (051) 400 4200
 : Applications 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

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

POST 10/16

: **SENIOR DATA TECHNOLOGIST REF NO: 3/2/1/2023/250**
 Directorate: Imagery and Topographic Data

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Western Cape (Cape Town / Mowbray)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Information Technology / Software Development / Computer Science. Minimum of 3 years' experience at junior management level in Information Technology field. Experience in the design of new Information Technology solutions, modifying, enhancing or adapting existing systems. Team leadership experience. Database management. Project implementation. Understand principles of system design and development. Job related knowledge: Knowledge of Data Security, Archiving and Backup Systems. Knowledge of Oracle and Structured Query Language (SQL) Server database environments. Knowledge of database and models. Knowledge of Supply Chain Management procedure, tenders, specification writing, call for quotations. Knowledge of Project management Tools. Knowledge of Public Finance management Act (PFMA) and Database standard. Job related skills: Communication skills (verbal and written). Administrative skills. Public Financial Administration skills. Training skills. Project management skills. Stakeholder management skills. Experience in vendor liaison. Capability to interact with senior management. A valid driver's licence.

DUTIES

: Manage the integrity of geospatial data in the database. Ensures the integrity of the data in the database. Ensures the availability of the geospatial data and monitor compliance with the data model. Ensures implementation of the Geospatial Information standards and polices. Manage different geospatial datasets, risks and security thereof. Maintain versioning of data and digital archive. Provide statistics analyses of the data ingested. Commit data into the database once validated and ensure versioning of the data. Ensures all geospatial data is archived. Administering and monitoring data storage space and security. Facilitate the maintenance, support and upgrade of existing systems. Determine project cost, quality level and develop contingency plans. Adhere to financial legislations, regulations and review and monitor budget to ensure that the required financial procedures are adhered to. Ensures the maintenance and support of the information Technology (IT) equipment. Collaborate with stakeholders at all levels in the formulation of plans and activities to support project implementation. Identify potential points of resistance or confusion and develop specific plans to mitigate or address concern. Facilitate, perform web service management and development. Provide advice on a multiplicity of new software. Test and pilot new software. Compile and maintain an inventory of all software and systems assets and corresponding contacts and agreements. Support Management Information System (web application administration). Maintain an on-going development of the systems. Update and expand existing relevant web service / portals. Write SQL queries. Create business reports.

ENQUIRIES

: Ms B. Semoli Tel No: (021) 658 4356

APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

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

POST 10/17 : **PROJECT COORDINATOR: RURAL DEVELOPMENT REF NO: 3/2/1/2023/232**
Directorate: Rural Development

SALARY : R491 403 per annum (Level 10)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Architecture / Building Science or Construction / Quantity Surveying / Civil Engineering / Construction Management. Minimum of 3 years' experience in built environment. Job related knowledge: Budget planning and expenditure monitoring. Infrastructure planning and implementation. Monitoring and evaluation. Community mobilisation. Technical report writing. Computer aided engineering applications. Programme management. Research and development. Project principles and methodologies. Understanding of District Rural Development Plans (DRDP). Consensus building. Good knowledge, understanding and interpretation of budget management. Job related skills: Project management skills. Communication skills (verbal and written). Computer literacy. Leadership skills. Planning skills. People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills and Financial management skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Facilitate infrastructure projects (animal and veld management programmes) to support production. Ensure that all projects are executed according to Enterprise Project Management Office framework and policy. Ensure that all projects executed are fully completed on the project register. Plan, manage and evaluate specific activities to deliver the desired outcomes. Establish board stakeholder involvement. Report on project status and key milestones. Facilitate socio-economic infrastructure projects to support revitalisation of rural towns and villages. Define roles and responsibilities as well as expectations. Manage service level agreements with contractors. Develop operational and risk registers and implement risk register management action plans. Consolidate and manage the Demand Management plan. Manage the procurement of goods and services processes. Register and manage all goods and services delivery dates and invoices submission dates. Undertake Farmer Production Support Unit (FPSU) infrastructure projects in support of Agri-Parks programmes. Report on Presidential Infrastructure Coordinating Commission (PICC) progress report on a quarterly basis. Apply appropriate information systems to promote organisational knowledge. Create jobs through rural development initiatives. Promote community participation in all rural development initiatives through employment of local residents.

ENQUIRIES : Ms V Nemalili Tel No: (012) 337 3656
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.

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

POST 10/18 : **PROJECT COORDINATOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/254**

SALARY : R491 403 per annum (Level 10)
CENTRE : Directorate: District Office: North West (Dr Ruth Segomotsi Mompati)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate or Property Management / Law Property Law. Job Related Work Experience: Minimum of 3 years' supervisory experience in property management environment. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management ACT (PFMA). Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993 and any other law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft

Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. A valid driver's licence and willingness to travel.

- DUTIES** : Coordinate investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PLSVDC) support to all state land custodians. Coordinate state land periodic verification. Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land and facilitate the transfer of state land. Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreements. Facilitate the capturing of newly acquired state properties on State Land Leasing System (SLLS), Develop lease schedule for all state properties, Coordinate and conduct inspection of state properties. Provide secretariat services to beneficiary selection committee. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to Districts. Ensure proper usage and maintenance of warehoused and leased assets. Maintain proper usage of movable assets. Manage assets verification pre and post transfer. Coordinate barcoding of assets. Secure and protect state properties against vandalism. Monitor lease or caretaker performance and duties as contractually specified.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 10/19 : **ASSISTANT DIRECTOR: MANAGEMENT SUPPORT SERVICES REF NO: 3/2/1/2023/225**
Directorate: Water Use and Irrigation Development

SALARY : R393 711 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years of experience at supervisory level in administration environment. Job related knowledge: Knowledge of supply chain management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act. Preferential Procurement Policy Framework Act. Knowledge on departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical skills. Document management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / review of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit draft minutes. Coordinate procurement of goods and services. Coordinate the compilation of the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies.

Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records Management policies. Develop administrative policies, procedures and provide inputs for policy development. Administer the coordination of human resource support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that mid-term reviews and annual Employee Performance Management evaluations for the component are done in line with the Employee Performance Management and Development System (EPMDS) and policy.

ENQUIRIES : Ms MJ Gabriel Tel No: (012) 846 8567
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 10/20 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: 3/2/1/2023/227**
 Directorate: Physical Security and Special Events

SALARY : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Security Risk Management / Policing. Minimum of 3 years of supervisory experience in security management and registered with Private Security Industry Regulatory Authority (PSIRA). Job related knowledge: Knowledge of Occupational Health and Safety issues. Understanding of Minimum Information Security Standards (MISS), Criminal Procedure Act, Control of Access to Public Premises and Vehicle Act, Protection of information Act, Public Finance Management Act. Knowledge of enabling legislation relating to security. Understanding of Minimum Physical Security Standards (MPSS). Job related skills: Communication skills (verbal and written). Liaison skills. Presentation skills. Investigation skills. A valid driver's licence. Willingness to travel extensively.

DUTIES : Coordinate security training and awareness. Make appointments with relevant stakeholders / clients. Secure training facility. Provide training manuals. Provide attendance certificates. Coordinate and conduct Security Risk Assessments and Threat Risk Assessment (TRA's). Develop a TRA program. Receive request to conduct Physical Security Risk Assessments (TRA's). Provide TRA assessment reports. Monitor the implementation of recommendations on assessments. Conduct preliminary investigations of security breaches. Receive on security breaches (loss of assets). Register security breaches / incidents. Report the incident to management immediately. Conduct preliminary investigations. Interview the official and advise to go to the South African Police Services (SAPS) to obtain a case number. File and monitor information. Provide investigation reports. Coordinate physical security measures in the Department continually. Coordinate physical security measures in the Department. Implement Minimum Physical Security Standards (MPPS). Monitor key control measures. Monitor condition and maintenance of electronic security systems installed. Liaise with SAPS about physical security audits and measures to ensure effective security control measures. During procurement of the new building, conduct TRA. Involve SAPS if a need to identify the security risks. Liaise with SAPS about information on audit assessments.

ENQUIRIES : Mr AC Ferreira Tel No: (012) 312 915
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 10/21 : **ASSISTANT DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT REF NO: 3/2/1/2023/229**
Directorate: Fraud Prevention and Ethics Management

SALARY : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Internal Auditing / Risk Management / Criminology. Minimum of 3 years' experience in fraud awareness and prevention management as well as Ethics Management experience and interacting at operational and strategic level. Job related knowledge: Knowledge of corporate governance issues. Knowledge of Fraud Awareness and Prevention Management. Knowledge of Ethics Management. Knowledge of Public Service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership skills. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent communications skills (verbal and written). Excellent facilitation skills. Training skills. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management.

DUTIES : Gather information to analyse fraud trends, patterns and also identify hotspots in the Department on an ongoing basis. Analyse the operational plans, audit queries, management reports, labour reports, forensic investigation reports, internal and external audit reports and any other report that will assist in the trend analysis and fraud hotspots identification. Assist in drafting a trend pattern analysis report on fraud and ethics in the Department. Conduct fraud risk assessment workshop and update fraud risk register on risk management software on an on-going basis and ensure effective Ethics Management. Assist in conducting research and environmental analysis before assessment are conducted. Ensure that environmental scanning of the Branches and Provinces which are assessed including research on trends of fraud and ethics risks is conducted. Facilitate the fraud risk assessment workshop where fraud risk are identified for provincial and national offices throughout the Department. Probe officials to be able to identify fraud risks and ensure action plans aligned to the risk. Capture all the fraud risk registers on risk management system software and ensure all the action plans which were provided manually are accurately captured. Draft reports on the outcome of the assessments for review by the Deputy Director. Conduct ethics risk assessments. Assist to promote anti-corruption by conducting fraud and ethics awareness workshops throughout the Department as per fraud preventions policy and plan operational plan. Analyse the relevant information to determine trends and patterns of crimes. Design posters, newsletters, pamphlets and other publications with anti-fraud and corruption messages. Facilitate fraud and ethics awareness sessions through the Department in collaboration with the Deputy Director. Conduct follow ups on implementation action plans. Review the progress as stated on the follow up register and capture them on risk software system. Follow-up on non-implemented action plans. Assist to compile quarterly reports for Risk Management Committee. Draw reports from the risk management software. Analyse the fraud risk register and make relevant charts. Assist with the reports to Risk Management Committee. Submit fraud risk management information to other relevant stakeholders when necessary. Assist to compile quarterly reports for Risk Management Committee. Assist in drafting fraud prevention and ethics management reports to be presented in the Back-Office meetings, Branch Management Meetings and Risk Management Committee when necessary. Report progress regarding the elimination of risks against the operation plans of the Department. Assist in developing the necessary templates to ensure effective reporting on the risk mitigations by the Branches. Assist in performing an analysis on the losses or potential losses including incidents that can negatively impact the Department. Ensure consistency with risk management practices and reporting throughout the Department. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Provide financial disclosure support to all designated employees. Assist all employees who are disclosing their financial interest with their usernames and passwords. Ensure that information disclosed by designated employees is verified for completeness and accuracy. Process all outside remunerative work applications. Receive all remunerative work outside Public Services applications and analyze whether the application falls within the requirements.

Assist in drafting memorandum in conjunction with the Deputy Director for the reviewing and signing of the Director. Receive all correspondence and disseminate to the relevant applicants upon processing of the application. Keep record of applications processed by the Directorate for reporting to the relevant structures.

**ENQUIRIES
APPLICATIONS**

: Mr F Hlaluku Tel No: (012) 312 9519
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 10/22

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2023/240**
Directorate: Restitution Finance and Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 3 years supervisory experience in Logistics and Transport Services. Job related knowledge: Knowledge of Public Service policies and regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at levels of management. Ability to perform Supply Chain Management services. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence. LOGIS system controller certificate.

DUTIES

: Implement logistics management system, procedures, and processes. Manage users' profiles. Classify assets. Link supplier Item Control Number (ICN), unit price etc. Coordinate year end closure for audit purposes as required. Provide management information, statistics, and reports. Monitor movement of requests. Provide inputs on accruals, payables, and commitments for financial statements. Ensure Integrity of logistics system. Ensure compliance before capturing requests on the system. Ensure processing of orders. Ensure effective systems aimed at improving service turnaround time (0 to 9). Initiate payments for goods, services, and assets. Ensure payments within 30 days. Validate and reconcile payments for goods and services and assets. Manage creditors reconciliation. Manage fleet services and travel arrangements. Manage Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) requests. Reconcile payments against OFTAR and DOTR request. Administer Government Garage (GG) and subsidised vehicles. Ensure proper management of fleet and travel services.

**ENQUIRIES
APPLICATIONS**

: Mr TM Makhuto Tel No: (012) 407 4486
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 10/23

: **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/234**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Directorate: District Office: Limpopo (Waterberg)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land

reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES

: Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g. Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.

**ENQUIRIES
APPLICATIONS**

: Ms DT Machoga Tel No: (015) 495 1955
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

NOTE

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

POST 10/24

: **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/247**
Directorate: Restitution Finance and Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Financial Accounting / Financial Management / Internal Audit. Minimum of 2 years relevant financial experience. Job related knowledge: Knowledge of and experience in Basic Accounting System (BAS). Division of Revenue Act (DORA), Public Finance Management Act (PFMA) and Treasury Regulations and legislation relevant to Financial Accounting. Knowledge of Finance Administration, including legislation relevant to financial accounting, etc. Job related skills: Computer literacy (proficiency in Excel and Word). Analytical abilities. Good interpersonal skills. Communication skills (verbal and written). A valid driver's licence.

DUTIES

: Assist in compiling financial reports on restitution projects. Liaise with Regional Offices and other stakeholders. Liaise with Regional Land Claims Commission offices when and if necessary. Compile monthly reports on the commitment register and suspense account. On a monthly basis compile reports from the commitment register and the suspense account. On a quarterly / annual basis compile inputs for the Financial Statements and Annual Report. Coordinate, check and manage reconciliation of projects in the commitment register. Prepare quarterly reports for inputs to the Financial Statements (commitments, land purchase interest, bank accounts and contingencies) for input to the interim and Annual Financial Statement. Manage audit queries. Coordinate audit findings. Facilitate the timeous response to audit findings and ensure that set due dates are adhered to. Coordinate information requested by Office of the Auditor-General, Internal Audit, Special Investigation Unit and Forensic Auditors. Consolidate registers and payment records. Manage the reconciliation of projects between the Commitment Register, Summary Vote Sheet, XXX Reports, BAS and project files as needed. Update commitment register and land purchase register on a monthly basis. Update summary sheet and XXX Reports as needed. Compile General Journals in cases of the misallocations for corrections. Update the suspense account. Update Suspense Account summaries. Compile suspense account reports on monthly basis.

- ENQUIRIES APPLICATIONS** : Ms R Taole Tel No: (012) 407 4543
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 10/25** : **HUMAN RESOURCE PRACTITIONER: COLLECTIVE BARGAINING REF NO: 3/2/1/2023/228**
 Directorate: Employee Relations
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Labour Relations / Labour Law / Human Resource Management / Public Management / Public Administration. Minimum of 1 year experience. Job related knowledge: knowledge of human resource strategy, planning and systems. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Personnel and Salary Administration (PERSAL) control. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus skills. Computer literacy. A valid driver's licence.
- DUTIES** : Facilitate the prompt finalisation of grievances. Facilitate the finalisation of grievance cases and ensure that they are finalised within 30 / 45 working days / agreed upon timeframe from the date of receipt. Advise towards the resolution of grievances. Investigate and produce quality reports. Facilitate the implementation of outcomes. Facilitate prompt referral of grievances to the Executive Authority and Public Service Commission (PSC) when necessary. Implement PSC recommendations. Receive and capture grievances on database. Capture cases on PERSAL. Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly report. Facilitate the prompt finalisation of misconduct cases. Opening and filing of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary processes. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on PERSAL. Draft quarterly reports and memorandums to DPSA, PSC and internally monthly report. Facilitate the resolution of disputes. Represent the Department at conciliation and arbitrations. Obtain mandate to negotiate settlement agreement to resolve disputes where applicable. Ensure proper preparation and presentation of cases. Implement the outcomes of disputes. Assist in arranging consultations with Counsel. Assist in collective bargaining processes and labour relations reporting systems. Provide assistance with the Departmental Bargaining Counsel (DBC) meetings as requested. Attend policy consultation meeting as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.
- ENQUIRIES APPLICATIONS** : Ms M Sebela Tel No: (012) 319 6891
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 10/26** : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/233**
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R269 214 per annum (Level 07)

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. Minimum of 1 year experience in financial management environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistis Information System (LOGIS) and A Complete and Comprehensive Program for Accounting Control (ACCPAC). Job related skills: Computer literacy. Communication skills (verbal and written). Planning and organising skills. Flexibility. Interpersonal relations.
- DUTIES** : Complete the general ledger reconciliation. Reconciliation of Farmers financial reports. Maintain and complete updated and accurate supplier information. Compile and distribute debtors' accounts / statements and letters of demand to debtors and follow up on monthly basis. Control the clearing, reconciliation and reporting on salary and related accounts. Assist with compilation and follow up of accruals for month end and year end closures. Ensure that payments are made within 30 days of receipt of claim and invoices. Check verify supplier invoices, reconcile supplier statements of claimant / supplier and allocation and matching field within 3 days of receiving invoices. Process claims and payments on Personnel and Salary Administration (PERSAL) and / or Logistics Information System (LOGIS) and / or BAS and / or A Complete and Comprehensive Program for Accounting Control (ACCPAC). Ensure all payments are compliant to the applicable laws, regulations, policies and standard operating procedures. Follow up on rejected payments until they are solved. Oversee compliation and submission of payment report on monthly and Annual Financial Statement (AFS) inputs. Administer the budget payment functions. Ensure full implementation of relevent policies and procedures. Assist with the provision of information for quarterly and annual reporting. Maintain and update register of irregular, fruitless and wastful expenditure and report to supervisor on monthly basis. Ensure official receives telephone bills and pay for private calls. Prepare month end reporting file (print trail balance, compile supporting documents and request supporting documents from other sections) and submit to supervisor. Ensure day end, month, year-end cash counts and reconciliation are performed and reviewed by supervisor. Ensure effective documents control and safeguard of financial records and payments. Stamp payment daily and record it in a register to avoid duplicate payments and quality control performed within one week. Provide internal control and reporting services. Compile and provide management information reports. Render management of outstanding debts of farmers. Assist with maintainance of general ledgers and reconciliations. Assist with the preparations of financial statements. Evaluate internal control systems and make necessary recommendations on best possible intervantions. Attend to internal and external audit request within the set timeframes.
- ENQUIRIES APPLICATIONS** : Mr S Maseko Tel No: (012) 337 3657
 : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 10/27** : **SENIOR GEOMATICS OFFICER REF NO: 3/2/1/2023/251**
 Directorate: Mapping Services
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Western Cape (Cape Town / Mowbray)
 : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years post qualification experience in a geomatics, geospatial or cadastral environment. Job related knowledge: Good Geographical Information Science (GISc) knowledge with regards to data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Mapping knowledge including feature identification and data representation. Knowledge of cartographic procedures. Good data and information management. Job related skills: Good computer literacy and Good communication skills (verbal and written). For Photogrammetric work must have good stereographic vision.
- DUTIES** : Capturing of different geospatial data into the Integrated Topographic Data. Interpret imagery and map the topographical features. Implement the

topological rules as defined. Capture the metadata for the topographic features. Classify and map the identified land cover classes by interpreting imagery. Quality check the accuracy of mapped land cover classes in accordance with requirements. Perform data manipulation according to the requirements and import to the database. Ensure maintain the geospatial data security in the database. Check all the errors found in the tape library (Hardware, Software). Check the security of the archives tapes at the storage and verify that are readable. Process and report on all the captured aerial imagery spatial flight plan (Photo, flight lines and boundary) in the database. Process the captured aerial imagery ground position system data into the database according to the allocated aerial imagery job. Acquire, process and produce geospatial information for all mapping purposes. Edit and manipulate geospatial data for creating maps. Prepare and import all the geospatial data for maps spatial environment. Process captured geographic names and other data required to produce a map. Apply defined cartographic generalization principles in producing the maps. Ensure compliance to standards and specifications at all times. Conduct and apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture and validate elevation data in accordance with standards and specifications. Perform quality and data verification on data at all times. Assist with archival of the final maps and geospatial data. Disseminate, promote and assure quality of geospatial information and services to clients. Provide correct geospatial information, create awareness and quality to clients in accordance with service delivery standards. Engage in awareness of geospatial information with internal and external clients. Prepare datasets of products and services for established vendors and district municipalities under limited supervision. Assist with stock management and stock recounts. Prepare and send invoices and quotations to clients. Perform administrative and related functions. Acquire, validate and process ancillary data for topographic mapping purposes. Collect and prepare base materials for field annotation for each map. Source the latest geospatial ancillary data and identify the changes detected on the previous edition map. Prepare digital field annotation and provide a list of features to be verified in the field. Process all the captured ancillary data by authenticating its accuracy for geographic names and their positions in the Integrated Topographic Data.

ENQUIRIES : Mr Y Rasonti Tel No: (021) 658 4300 / Ms M Denner Tel No: (021) 658 4334
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

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

POST 10/28 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/252**

SALARY : R269 214 per annum (Level 07)
CENTRE : Directorate: District Office: Western Cape (Cape Town Metro / West Coast)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.

DUTIES : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform

individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

**ENQUIRIES
APPLICATIONS**

: Mr J Swart Tel No: (021) 409 0300
 : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

NOTE

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

POST 10/29

: **STATE ACCOUNTANT REF NO: 3/2/1/2023/248**
 Directorate: Restitution Finance and Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Financial Accounting / Financial Management / Internal Auditing. Minimum of 1 year relevant financial experience. Job related knowledge: Knowledge of and experience in Basic Accounting System (BAS). Knowledge of Finance Administration, including legislation relevant to Financial Accounting, Public Finance Management Act (PFMA) Treasury Regulations, etc. Knowledge of inputs to Financial Statements. Job related skills: Computer literacy (proficiently in Excel and Word). Analytical abilities. Good interpersonal skill. Communication skills (verbal and written).

DUTIES

: Manage Commitment Register of Restitution Projects. Update and balance the registers with information from BAS. Review financial reports and follow up on discrepancies with relevant stakeholders. Complete the commitment register age analysis. Adhoc reconciliation of project expenditure to ensure correctness. Review submissions for declaration of funds, reconcile projects, provide supporting information and submit for approval. Submit the register to Regional Offices for inputs. Review responses from Regional Offices and follow up on discrepancies. Manage Land Purchase Register on Restitution Land Purchases. Update and balance the registers with information from BAS. Update the interest receivable and reconcile with information from BAS. Follow up on outstanding Portfolio of Evidence (POE) for receivable interest. Prepare memorandum and update Land Purchase Registers on amounts written off. Provide allocations to Financial Accounting on interest received. Compare land transfers with receivable interest to ensure that all interest is accounted for. Assist with audit management. Assist the Audit Coordinator to gather and submit information on information requested by Auditors for all audits done in Restitution. Prepare inputs to the Interim / Annual Financial Statements. Prepare and submit inputs to the Interim and Annual Financial Statements on: Contingent liabilities for Restitution projects, advances paid to conveyancers, receivables and land and subsoil commitments.

**ENQUIRIES
APPLICATIONS**

: Ms R Taole Tel No: (012) 407 4543
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Batrix) Street, Arcadia, Pretoria, 0001.

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

POST 10/30 : **OFFICE ASSISTANT REF NO: 3/2/1/2023/259**

SALARY : R269 214 per annum (Level 07)
CENTRE : Office of The Chief Registrar Of Deeds: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.

DUTIES : Provides a secretarial / receptionist support service to the senior manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the senior manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports e.g: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the senior manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the senior manager and the unit where required. Collects, analyses and collates information requested by the senior manager. Clarifies instructions and notes on behalf of the senior manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the senior manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to senior manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the senior manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the senior manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the senior managers budget. Collects and coordinates all the documents that relate to the senior managers budget. Assists senior manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts senior manager of possible over-and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the senior manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the senior manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and

- effective support to the senior manager. Remains abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES** : Mr L Tshivhase Tel No: (012) 338 7211 or Mr A Strydom / Ms P Matsemela Tel No: (012) 338 7211
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds, 219 Rentmeester Building at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 10/31** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/237**
Directorate: Land and Soil Management
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Western Cape (Bellville)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. 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.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. 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 within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing 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 correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms. MR Ramukhesa Tel No: (021) 944 1422
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 10/32** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/238**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Directorate: Plant Health: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. 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.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. 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 within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing 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 correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms T. Nonqane Tel No: (012) 319 6213
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 10/33 : **REGISTRY CLERK REF NO: 3/2/1/2023/249**
 Directorate: Quality Assurance and Administration

SALARY : R181 599 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. 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. Job related skills: Planning and organizing skills. Computer literacy. Interpersonal relations. Flexibility. Communication skills (verbal and written). Ability to work in a team. Working under pressure and Meeting deadlines.

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 mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracking (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Revamp warn-out 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 post to ensure no private post is included. Lock post in the 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 remittance to finance. Send wrong remittance back to sender via registered post and record reference number in the 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 : Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 10/34 : **FINANCE CLERK REF NO: 3/2/1/2023/253**
 Directorate: Quality Assurance and Administration

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in Restitution. Job related knowledge: 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 (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial systems (Personal and Salary Administration System (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Knowledge of Treasury Regulations. Job Related Skills: Computer literacy (Excel). Communication skills (verbal and written).
- DUTIES** : Perform account payable functions. Compilation of payment packages and attach relevant documents for processing. Submission of authorized payment packages for processing. Perform administrative support functions. Check Electronic Benefits Transfer (EBT) forms for completeness and correctness. Follow-up on registration of EBT'S. Closing of files. Update payment certificates with payment numbers on file and shared drive. Filing of payment packages. Scan declaration of interest to quality assure for filing. Financial reporting. Update EBT report. Update payment progress report.
- ENQUIRIES APPLICATIONS** : Mr. B Sibuya Tel No: (012) 337 3629
: Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : African, Indian and White Males and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 10/35** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/241**
Directorate: Inspection Services
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
- ENQUIRIES APPLICATIONS** : Mr M. Mzenze Tel No: (012) 309 8745
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 10/36** : **MESSENGER REF NO: 3/2/1/2023/239**
Directorate: Plant Health
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 10 Certificate. No previous experience required. Job related skills: Computer literacy. Sound

- organisational skills. Good people skills. Basic written communication skills. Client orientation and customer focus.
- DUTIES** :
- Perform messenger functions. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in the delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms T. Nonqane Tel No: (012) 319 6213
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** :
- Coloured, Indian, White Males and African, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.

CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007(Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za. Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned posts.
- CLOSING DATE** : Monday, 03 April 2023 @ 16:30
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 10/37** : **DATA CAPTURER REF NO: 0006/2023 (X3 POSTS)**
(Two-month Contract)
- SALARY** : R151 884 per annum (Level 04)
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Matric certificate. National Diploma/Degree will be an added advantage. A minimum of one (1) year job related knowledge and experience. Skills and Competencies: Ability to work within a team. Attention to detail. Strong Computer literacy in MS Word and Excel. Ability to work under pressure and under stressful conditions. Team Player, working with others independently to attain both individual and team objectives. Proficient typing and excellent proofreading skills. Time management skills. Maintain strict confidentiality. Be flexible and able to meet deadlines.
- DUTIES** : Capture data from available records into the required formats e.g. databases, tables, and spreadsheets. Verify/query missing data and errors observed during data entry. Review and validate all data from the records. Submit data and make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Consistently check work for accuracy and completeness. Assist in developing templates for capturing of information. Responsible for storing and filing completed information and maintaining records of work tasks and completed documents. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to provide a quality work, under tight deadlines and work under pressure.
- ENQUIRIES** : HR related enquiries: Ms Tshepo Buthelezi Tel No: (012) 683 2817

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : Applications must be submitted electronically via email to Executives@phakipersonnel.co.za. For application enquiries, contact Koena Tibane Tel No: (011) 941 1953.
- CLOSING DATE** : 04 April 2023
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. One of the below posts is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 10/38** : **DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING REF NO: PHA29/1-COGTA**
- SALARY** : R1 105 383 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, an undergraduate qualification in Urban Development/ Development Planning/ Policy Development or equivalent qualification (NQF level 7 qualification as recognised by SAQA). At least 5-10 years' experience at middle management level in the relevant field. Proficient in MS Word. The Nyukela Senior Management Pre-Entry Programme to be completed before appointment to the post. A valid driver's license and intensive travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Process Competencies: Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Urban Development Planning. Research and policy development. Integrated development planning. Spatial planning.
- DUTIES** : The successful candidate will perform the following duties: Oversee the facilitation of the integrated planning in the intermediate cities and small towns in the district and municipal spaces. Oversee the implementation of the urban development policy in the district spaces. Manage the coordination of municipal spatial planning tools to guide strategic integrated development. Support provinces and municipalities to build GIS capabilities. Oversee the facilitation of alignment between Integrated Urban Development Framework (IUDF) and One Plans. Oversee the implementation of the Small Town Regeneration Programme.
- ENQUIRIES** : Mr Vinny Rabothata Tel No: 012 334 4882

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 April 2023@ 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POTS

- POST 10/39** : **ASSISTANT DIRECTOR: YOUTH AND TRANSVERSE REF NO: CDTM/10/09/23/01**
HR Division
Chief Directorate: Transformation Management
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Armscor Building Erasmuskloof, Pretoria
: Degree/National Diploma (NQF 6/7) in Social Sciences or related field with at least 5 years' experience in Youth Empowerment and Development. Planning and budget experience for events is essential. Transformation related courses will be an added advantage. Special requirements (Skills needed): Computer literacy in MS Excel and MS Word is essential. (Skills test may be required at Selection Board). Good communication skills: both written and verbal, analytical thinking and knowledge to compile reports and instructions on youth programmes. Interpret policy and give policy advice to the representatives and Stakeholders on Youth issues and also responsible to give inputs in developing and continuous review of the DOD Youth Strategy.
- DUTIES** : Give policy advice on Youth issues and provide inputs into developing the DOD Youth Strategy. Intervene as an advisor to the Services and Divisions on issues relating to DOD Youth and their rights. Do environmental scan to stay abreast and keep current of latest developments in Youth, Transformation Management and Equity issues and be the subject expert on the wider Transformation subject. Ensure the development, coordination, execution and management of Chief Directorate Transformation Management Social Cohesion programmes. Assist in the coordination of visits and Transformation Programmes (Youth programmes, Gender, Conference, National Women's

Day, 16 Days of Activism on No Violence against Women, Children and People with Disabilities, DOD Women Parade, Casual Day, and International Day for Persons with Disabilities) collaborate with other sections within CDTM. Prepare, coordinate and distribute sub-directorate Transformation Reports. Monitor the MSDS process within the DOD and the progress made on the reintegration of youth to the civic society. Provide administrative support to the Youth Section, type routine letters, draft agenda, take minutes, coordinate and organize meetings. Promote and market DOD Youth Programmes. Collaborate in the compilation of the Business Plan and Medium Term Plan. Assist in planning, monitoring and controlling of the sub-directorate expenditure. Assist in the identification of other funds where shortages are experienced, advice, get approval and ensure the shifting of funds to where needed. Represent CDTM at relevant Boards/Meetings and execute tasks as required by Director Equity Strategic Direction. To develop, maintain and manage the database for the Transformation Management and Youth Programmes. Conduct Seminars Roadshows and Special Youth Programmes and Investigations.

ENQUIRIES : Lt Col D.P. Simwanza Tel No: (012) 355-5233, Ms S.S. Mhlaba Tel No: (012) 355-5540.

APPLICATIONS : Department of Defence, Human Resource Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001, Hand Deliver: Department of Defence, ARMSCOR Building, Human Resource Division, Chief Directorate Transformation Management, c/o Delmas and Nassob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 1, Room 2.1.299.

POST 10/40 : **ASSISTANT DIRECTOR: TRAINING PERFORMANCE MANAGEMENT REF NO: CDTM/10/09/23/02**
HR Division
Chief Directorate: Human Resource Development
Directorate: ETD Systems Integrity

SALARY CENTRE REQUIREMENTS : R393 711 per annum
: ARMSCOR Building, Erasmuskloof, Pretoria
: Degree/National Diploma (NQF 6/7) in Human Resource Management/Development/ Public Management/ Public Administration with a minimum of 5 years' experience in Human Resource Development environment. Occupationally Directed Education, Training and Development Practitioner (ODETDP) Certificate is essential. A valid Driver's license is essential. Special requirements (Skills needed): Skills Development Act. Skills Development Levies Act. National Skills Development Strategy III. Public Services Regulations. Public Services Act. The Constitution of the RSA. National Qualifications Framework Act. Relevant SETAs. Public Service HR Development Strategic Framework. Public Finance Management Act. Project management. Planning and Budgeting. Coordination. Professional Writing. Facilitation. Report Writing. Analytical. Presentation. Research. Effective Communication Skills. Computer skills. High sense of responsibility and accountability. Interpersonal skills. Time management skills. Attention to details. Flexible. Problem solving.

DUTIES : Implementation of the Skills Development Policies and Strategy. Compile and implement the Workplace Skills Plan. Monitor, evaluate, and report on the impact of trainings implemented. Administration of all Bursaries. Facilitate and coordinate bursary application process. Attend to bursary related enquiries from employees and students. Implement Standard Operating Procedure on Bursaries. Coordinate Annual Bursary Cycle. Implement Bursary Annual Operation Plan. Prepare reports on bursary activities. Provide secretarial services to the departmental skills development committee. Facilitate compilation of Bursary Priorities. Ensure management and safekeeping of records. Compile and maintain a database on bursaries. Assist in expression of interest for SETA funding. Monitor and report on expenditure according to finance policies. Establish and maintain relationships with strategic partners involved in education training, and skills development sectors.

ENQUIRIES : Colonel N.A. Rosenkrantz Tel No: (012) 355 5019 or Warrant Officer Class 1 N. Oosthuizen Tel No: (012) 355 5259.

APPLICATIONS : Department of Defence, Human Resource Division, Directorate ETD Systems Integrity, Private Bag X159, Pretoria, 0001 or may be hand delivered at the reception: Department of Defence, ARMSCOR Building, c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

NOTE

: Shortlisted candidates to undergo an assessment for basic technical and functional skills required for the post.

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.

<u>CLOSING DATE</u>	:	03 April 2023 at 16:00
<u>NOTE</u>	:	Instruction: 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 (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship 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)

MANAGEMENT ECHELON

<u>POST 10/41</u>	:	<u>DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/14</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 7) in Accounting/ Finance/ Business Management or (Administration). Pre-entry Certificate for SMS is required. 5 years' functional experience at middle management level in Financial management environment. Knowledge: Compensation Fund policies, procedure, processes. Technical knowledge. Relevant stakeholders. Financial management models processes and techniques. Data and records management. Customer Service (Batho Pele principles). Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Public Service Regulation. Public Service Act. Legislative Requirement: National

Treasury Regulations. Public Finance Management Act (PFMA). White paper on transforming of public services. Skills: Technical proficiency. Communication (verbal and written). Managing inter-personal conflict. Problem solving. People and Performance Management. Planning and organising. Analytical thinking. Team leadership. Negotiation. Program and Project Management. Financial Management.

DUTIES : Manage the implementation and compliance of legislative prescripts, policies and procedures within Financial Reporting Directorate. Manage the operations of the financial system and its sub modules to ensure complete and accurate financial reporting. Manage a process of compliance with statutory requirements, audit and the policies and procedures management processes. Management of the resources in the Directorate.

ENQUIRIES APPLICATIONS : Mr MP Mokoena at (066) 477 9668
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/42 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 5/1/2/3/15**

SALARY : R1 105 383 per annum, (all inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Supply Chain Management/ Economics/ Finance/ Financial Management. Pre-entry Certificate for SMS is required. 5 years' functional experience at middle management level in Supply Chain Management environment. Knowledge: Compensation Fund policies, procedure and processes. Customer Service principles (Batho pele principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting Practices (GRAP). Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

DUTIES : Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance of the fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate.

ENQUIRIES APPLICATIONS : Mr MP Mokoena at (066) 477 9668
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

OTHER POSTS

POST 10/43 : **ASSISTANT DIRECTOR: UNEMPLOYMENT INSURANCE FINANCE REF NO: HR4/4/8/06**

SALARY : R491 403 per annum
CENTRE : Provincial Office Kimberley
REQUIREMENTS : Three-year tertiary qualifications in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. Two (2) years supervisory experience. Two (2) years functional experience in finance. Skills: Innovative/ Creative, Report writing, People

Management, Financial Management, Communication (both verbal and written), Computer literacy, Time management, Interpersonal, Budgeting. Knowledge: Treasury Regulations, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Condition of Employment, Public Financial Management Act (PFMA).

DUTIES : Manage the payment of UIF benefits in relation to accounts receivable and payable functions, Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts where UIF Operations are concerned. Manage integrated budget planning and expenditure relating to UIF Operations. Provide technical support to Processing Offices and report on all UIF Financial matters including Financial Systems. Manage all the resources in the Unit.

ENQUIRIES : Adv. B Gwabeni Tel No: 053 838 1554

APPLICATIONS : Chief Director Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 10/44 : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO HR4/4/10/502**

SALARY : R491 403 per annum

CENTRE : George Labour Centre (Western Cape)

REQUIREMENTS : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Electrical Engineering. A valid Driver's licence. Four (4) years functional experience in Electrical Engineering Services. Knowledge: Departmental Policies and Procedures, Batho Pele Principle, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Communication (Verbal & Written), Innovative, Analytical, Research and Project Management.

DUTIES : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western

POST 10/45 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/10/503**

SALARY : R393 711 per annum

CENTRE : Provincial Office: Western Cape

REQUIREMENTS : Three (3)/ Four (4) years relevant qualification in Law. Valid Driver's License. Right of appearance in Court. Admitted Attorney. Two (2) years functional experience doing Law Services. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, UI Contribution Act, Employment Equity Act, Basic Conditions of Employment Act, Unemployment Insurance Act, COIDA, Labour Relations Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interview skills, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Manage the implementation of the legal enforcement processes for IES. Manage the advocacy strategy for IES in the Province. Manage and facilitate the implementation of capacity development programmes for the Inspectors in the Province Co-ordinate information to provide legal advice and proceeding. Monitor the implementation of quality management systems for Labour Law enforcement. Manage the resources of the sub-directorate.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 10/46 : **ASSISTANT DIRECTOR: COMMUNCAITION REF NO: HR4/4/8/7**

SALARY : R393 711 per annum
CENTRE : Provincial Office Kimberley
REQUIREMENTS : Three-year relevant tertiary qualification in Communication Science/ marketing/ Public Relations/ Media Studies and Journalism. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience in a media/public relations/marketing/communication services. Knowledge: Departmental Policies and procedures. Public Finance Management Act (PFMA). Basic knowledge of all legislations. Project Management. Batho Pele Principles. Skills: Planning and Organizing. Interpersonal. Computer literacy. Communication Skills. Problem Solving. Listening and observation. Negotiation. Event Management.

DUTIES : Provide public relations and media liaison services at provincial level including performance duties and responsibilities as spokesperson for DoL in the province (Daily). Organise stake holder briefing and exhibitions for the whole province (Bi-weekly). Market the services of the DoL Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).

ENQUIRIES : Mr. Z Albanie Tel No: (053) 838 1502
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 10/47 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/8/8**

SALARY : R393 711 per annum
CENTRE : Provincial Office Kimberley
REQUIREMENTS : Three-year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of Public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.

ENQUIRIES : Mr. B Jones Tel No: (053) 838 1523
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 10/48 : **SENIOR PRACTITIONER: ICT AUDITS REF NO: HR5/1/2/3/16**

SALARY : R331 188 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Accounting/ Computer Science/ Information System. Internal Audit Technician-IAT as an added advantage. Institute of Internal Auditors (IIA). ISACA. 2 years' functional experience in ICT Audit environment. Knowledge: Compensation Fund

policies, procedure, processes. ICT Audits standards. COBIT (control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho pele principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical Thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environment Awareness.

DUTIES : Assist in planning ICT audit engagements. Perform ICT audit engagements. Communicate ICT audit results. Follow up the implementation of ICT audit recommendations. Compile an audit file.

ENQUIRIES : Ms L Motsile at (063) 685 1338

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/49 : **SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENTS REF NO: HR 5/1/2/3/17**

SALARY : R331 188 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification Financial accounting/ Commerce. 2-3 years' experience in Financial accounting/Finance/Insurance environment. Knowledge: Compensation Fund values. Corporate governance guidelines and strategies. Required information technology knowledge. Customer Services Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirements: Compensation for occupational injuries and diseases Act (COID), regulations and policies. Public finance Management Act (PFMA). Public service regulations Act. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organizing. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.

DUTIES : Implement and monitor assessment of employers functions of the fund as per policies and procedure. Review and recommend revision of assessments and approval of credit assessments. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervisor of staff.

ENQUIRIES : Ms E Mosala Tel No: (012) 319 9293

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/50 : **SENIOR PRACTITIONER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/18**

SALARY : R331 188 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Management Services/ Production Management/ Work Study/ Operation Management/ Public Management (or Administration) / Business Management (or Administration) / Human Resource Management plus Management Services Certificate or Applied Organizational Development Programme. Job evaluation Analysis Certificate is also required. 2 years' experience in Organizational Development environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Work study

		techniques, procedures and methods. Job Evaluation and Organizational design. Job Evaluation models processes and techniques. Legislative Requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Batho Pele Principle. Whitepaper on Transformation. Skills: Problem Solving. Root cause identification. Presentational. Planning and Organizing. Strong Analytical Skill. Communication Skills-Both Written and Verbal. Reporting Writing. Driving. Decision making. Budgeting and Financial Management. Continuous Improvement. Performance Management. Planning and organizing.
<u>DUTIES</u>	:	Maintenance of Organizational Structure of the Fund. Facilitate the development of job descriptions/ profile for the Fund. Analyze and evaluate the jobs using the prescribed job evaluation system(Evaluate). Render a support with regard to provision of secretariat services for various committees.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Ngcobo Tel No: (066) 377 1777
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/51</u>	:	<u>SENIOR SYSTEM CONTROLLER: FINANCE REF NO: HR 5/1/2/3/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary qualification in Information Systems/ Technology/ Informatics. 2 years' functional experience in Information systems. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative Requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problems. Planning and organizing. Problem solving and decision making. Team leadership.
<u>DUTIES</u>	:	Administer daily operations for the Financial System and provide support. Support, daily operations to Users on the Financial system. Ensure that all reports are available to Users on the Financial system. Identify and address all problems relating to the Financial management system.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Munonde at (082) 523 3261
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/52</u>	:	<u>SENIOR FRAUD INVESTIGATOR: RISK REF NO: HR4/4/4/110</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum
	:	Provincial Office: East London
	:	Three (3) year qualification in Risk Management/ Internal Audit/ Risk and Security Management /Accounting/Law/Policing Forensic Investigation/ CFE Qualifications. Valid driver's license Two (2) years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA) Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Knowledge of all Labour Legislations, Anti-Fraud and Corruption Policies, Legal environment: Corruption Policies, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management.
<u>DUTIES</u>	:	Implement Fraud and Corruption Prevention Strategies. Conduct Investigation on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the

Department of Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.

ENQUIRIES APPLICATIONS : Mr S Nduli Tel No: 043 701 3000
: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201
Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 10/53 : **SENIOR PRACTITIONER: ACCOUNTS PAYABLE: BENEFICIARY SERVICES REF NO: HR 4/4/111**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Provincial Office: East London
: Three (3) year tertiary qualifications (NQF Level 6) in Accounting/ Finance. Two (2) years functional experience in accounts payable environment. Valid Driver's Licence. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Communication, Listening, Computer literacy, Time Management, Numeracy, Interpersonal, Planning and Organizing.

DUTIES : Provide in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts Implement the payment run. Supervise resources 9Human, Finance equipment/Assets) in the section.

ENQUIRIES APPLICATIONS : Mr WC Mafu Tel No: 043 701 3000
: Chief Director: Provincial Operations: Private Bag X 9005, East London, 520
Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 10/54 : **EMPLOYMENT SERVICE PRACTITIONER 2: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/22**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Richmond Labour Centre
: Three (3) year relevant qualification in Social Science / Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES APPLICATIONS : Ms B. Ndlovu Tel No: 033 212 2768.
: Deputy Director: Labour Centre Operations: PO Box 852, Richmond, 3780 OR hand deliver at 60 Shepstone Street, Richmond.

FOR ATTENTION : Sub-directorate: Human Resource Operations, KwaZulu-Natal.

POST 10/55 : **SAP APPLICATION, MAINTENANCE AND SUPPORT OFFICER REF NO: HR4/4/4/02/08**
(1 year fixed term contract)

SALARY CENTRE REQUIREMENTS : R331 188 per annum, plus 37% in lieu of benefits
: Provincial Office: Gauteng
: National Diploma in Information Technology/ Undergraduate Degree in Information Technology PLUS Windows Certificate (MCSE)/MCSA/Cobit/ ITIL fundamentals. 1-2 years' functional experience in the IT environment. Knowledge: Working knowledge of SAP ERP, Working knowledge of SAP CRM, Working knowledge of SAP BI, SAP Security and Access, SAP Solution Manager. Skills: Project Management, IT standards in the SAP area, SAP architecture, Negotiation, Technical Skill in SAP software and tools, Software Development Life Cycle, relational databases (Oracle, SQL-Server, etc.

DUTIES : Implement enhancements for all IES SAP Applications. Maintain SAP related IES Applications. Engage with Head Office IES ICT teams to deliver IES solutions. Maintain and support SAP systems authorizations for users and process owners.

ENQUIRIES : Adv. MS Msiza Tel No: (011) 853 0314

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 10/56 : **OHS INSPECTOR (X3 POSTS)**

SALARY : R331 188 per annum

CENTRE : Labour Centre: Knysna (Western Cape) Ref No: HR 4/4/10/504 (X1 Post)
Labour Centre: Paarl (Western Cape) Ref No: HR 4/4/10/505 (X1 Post)
Labour Centre: Worcester (Western Cape) Ref No: HR 4/4/10/506 (X1 Post)

REQUIREMENTS : A three (3) year qualification in Environmental Health, Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry. Valid drivers licence. Two (2) years functional experience in inspection and enforcement of labour legislations or in relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Employment Equity Act, Basic Conditions of Employment Act, Relevant guidelines of the aforementioned legislations. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

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. Plan, investigate and finalized independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other 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 : Mr. Q Bowman Tel No: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 10/57 : **INSPECTOR (X3 POSTS)**

SALARY : R331 188 per annum

CENTRE : Labour Centre: Cape Town (Western Cape) Ref No: HR 4/4/10/507 (X1 Post)
Labour Centre: Paarl (Western Cape) Ref No: HR 4/4/10/508 (X1 Post)
Labour Centre: Johannesburg, Gauteng Ref No: HR4/4/4/02/10 (X1 Post)

REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in

		<p>Court as a State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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 of 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.</p>
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
		Ms F Tshabalala Tel No: (011) 843 4109
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape
		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
<u>POST 10/58</u>	:	<u>STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/20</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Financial Management/ Financial Accounting/ Cost and Management Accounting/ Auditing. 1 year's functional experience in income management (debt collection) environment. Knowledge: Compensation Fund, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal controls. COIDA. Legislative Requirements: Public Financial Management PFMA. National Treasury regulations. Promotion of Access to Information Act. Skills: Data Technical Proficiency. Communication (verbal and written). Client orientation and Customer focus. People solving and analysis. Interpersonal. Planning and organizing. Analytical thinking.
<u>DUTIES</u>	:	Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms R Mulaudzi Tel No: (012) 319 9416
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/59</u>	:	<u>EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/09</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) years Tertiary qualification in Labour Relation Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Driver's license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, Compensation of Occupational and Injury Disease Act (COIDA), UIA, Public Financial Management Act (PFMA), BCEA, SDLA, LRA, UI Contribution Act. Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving, Interviewing, Communication written and verbal, Innovative, Analytical, Research and Project Management.
<u>DUTIES</u>	:	Perform and monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mrs P Shandu Tel No: (031) 366 2095

APPLICATIONS : Chief Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

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

POST 10/60 : **AGENT: WALK-IN-CENTRE REF NO: HR 5/1/2/3/21**

SALARY : R218 064 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience. Knowledge: Compensation Fund mandate. Contact Centre vision and objectives. Contact Centre performance requirements. Compensation Fund products. Compensation Fund Value Chain. Relevant Fund policies, procedures and processes. Customer care (Batho Pele Principles). Fund values. Legislative Requirements: COIDA act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulation. Skills: Technical Proficiency in Customer Care. Business writing skills. Information technology skills. IT operating systems. Data capturing. Data and records management. Telephone skills and Customer Care etiquette

DUTIES : Attend to public enquiries. Make effective use of integrated information system. Perform continuous process improvement.

ENQUIRIES : Ms EN Mokgalapa at (082) 783 9414
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/61 : **OUTBOUND AGENT: CONTACT CENTRE REF NO: HR 5/1/2/3/22**

SALARY : R218 064 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience. Knowledge: Compensation Fund objectives and business functions. Relevant Fund policies, procedures and processes. Human anatomy/ Biology. Stakeholders and Customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA. COIDA tariffs. Technical Knowledge. Legislative Requirements: COIDA. Constitution Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills.

DUTIES : Process escalated queries received from telephone calls, faxes and e-mails. Make effective use of the integrated information system. Perform continuous process improvements.

ENQUIRIES : Ms EN Mokgalapa Tel: (082) 783 9414
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/62 : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/17**

SALARY : R218 064 per annum
CENTRE : Labour Centre: Kokstad
REQUIREMENTS : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the

Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES APPLICATIONS : Mr S Ngqoza Tel No: (039) 727 2140.

FOR ATTENTION : Deputy Director: Labour Centre Operations: PO Box 260, Kokstad, 4700 OR hand deliver at 59 Hope Street, Kokstad.

POST 10/63 : **AUXILIARY INSPECTOR NMWA REF NO: HR 4/4/4/02/09 (X6 POSTS)**
(1 year fixed term contract)

SALARY CENTRE REQUIREMENTS : R218 064 per annum, plus 37% in lieu of benefits
: Provincial Office, Gauteng
: LLB/ BCOM LAW/ National Diploma in Labour Law/ Labour Relations. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing) Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.

DUTIES : Conduct administrative inspections with the aim of ensuring compliance with NMWA. Execute investigations on reported cases pertaining to contravention of NMWA. Conduct proactive (Blitz) inspections regularly to monitor compliance with NMWA. Participate in advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Adv. MS Msiza Tel No: (011) 853 0314

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

POST 10/64 : **INSPECTOR (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R218 064 per annum
: Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/512 (X1 Post)
: Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/513 (X1 Post)
: Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's license Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act (BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA, Execute investigations and reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislations, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel No: 021 4418120

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

Sub-directorate: Human Resources Management, Western Cape

<u>POST 10/65</u>	:	<u>ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/23</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum Compensation Fund, Pretoria Grade 12. No experience. Knowledge: Public Finance Management Act. Treasury Regulation. Public Service Regulation Act. Skills: Communication (verbal and written). Financial Management. Planning and organizing. Computer Literacy. Interpersonal. Conflict Handling. Problem Solving.
<u>DUTIES</u>	:	Recover or collection money from internal and external third parties. Administrative Road Accident Fund claims. Handle all incoming enquiries and provide feedback.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms E Bouwer at (082) 782 8609 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/66</u>	:	<u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/24</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum Compensation Fund, Pretoria Grade 12. No experience. Knowledge: Compensation Fund objectives and business functions. Directorate or Sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and Business processes. Stakeholders and Customers. Customer Services (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr B Mthombeni/ Mr SV Radzuma Tel No: (012) 406 5723 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/67</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum Labour Centre Kimberley Ref No: HR4/4/8/9 (X1 Post) Labour Centre: Pietermaritzburg Ref No: HR4/4/5/23 (X1 Post) Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. RSP Geswint Tel No: (053) 838 1582 Mr September Tel No: 033 341 5308 Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management Deputy Director: Labour Centre Operations: Private Bag 9048, Pietermaritzburg, 3310 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Attention: Sub-directorate: Labour Centre Operations, Pietermaritzburg.

POST 10/68 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/5/24**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
: Stanger Labour Centre: KZN
: Matriculation/ Grade 12/Senior Certificate. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem Solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.

ENQUIRIES APPLICATIONS : Ms ESN Mkhize Tel No: (032) 437 8448
: Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger

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

POST 10/69 : **RISK MANAGEMENT COMMITTEE MEMBER REF NO: HR4/4/8/5**
(Three- years contract)

SALARY CENTRE REQUIREMENTS : Members will be remunerated according to rates approved by the Department
: Provincial Office Kimberley
: A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

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

ENQUIRIES APPLICATIONS : Mr. Z Albanie Tel: (053) 838 1502
: Chief Director Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : **Pretoria:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.
Cape Town: Must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town 8000 or hand-deliver to: 14th Loop Street, Cape Town. Marked for the attention: Human Resources Management.
- CLOSING DATE** : 03 April 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 only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

MANAGEMENT ECHELON

- POST 10/70** : **DIRECTOR: INSHORE FISHERIES RESEARCH REF NO: FIM 12/2023**
- SALARY** : R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate graduate qualification in Natural Science/Environmental or equivalent qualification on NQF 7 as recognised by SAQA. Five (5) years of experience at a middle/senior managerial level within the relevant field. Successful completion and certificate of the Public Service Senior Management Leadership Programme. Knowledge of the marine fisheries environment. Knowledge of research processes. Knowledge and understanding of the sector, including governing legislation, government

administrative prescripts, policies and procedures. Knowledge of the Government's policies and priorities for Environment, Forestry and Fisheries. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Good strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, programme and project management, and organizational transformation. Computer literacy and good communication skills (both verbal and report writing) with advanced experience in stakeholder engagement, and sound problem solving and analytical skills.

DUTIES

: Manage research on fish stocks for inshore fisheries resources. Research on the biology, life histories, and abundance of finfish, crustaceans, invertebrates and seaweeds. Research on the interaction between the above fisheries resources and the marine environment. Manage provision of scientific advice for inshore fisheries resources. Provision of annual scientific recommendations for annual TACs/TAEs. Provision of ad-hoc scientific recommendations in relation to inshore fisheries resources. Provision of content for Status of the South African Marine Fisheries Resources Report. Manage research on potential new fisheries. Prioritization of potential new fisheries for research. Conducting research into potential new fisheries. Ensure national research co-operation and communication. Maintain Research permit register, application forms and evaluation process. Process research permits by specified deadlines. Maintain PAIA register in relation to inshore fisheries resources. Manage international, multilateral and bilateral marine and fisheries agreements, and co-ordinated approach with regional and sub-regional countries and programmes. Provision of data and other research products to Regional Fisheries Management Organisations (RFMOs). Participation in RFMO scientific forums as required. Initiate and maintain international scientific co-operation and collaboration.

ENQUIRIES

: Dr.K Prochazka at 083 302 8191

POST 10/71

: **DIRECTOR: FISHERIES RESEARCH INFRASTRUCTURE & OPERATIONS REF NO: FIM13/2023**

SALARY

: R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Cape Town
 : An undergraduate graduate qualification in Natural Science, Environmental, Mechanical, Electrical Engineering or equivalent qualification or relevant and equivalent qualification on NQF 7 as recognised by SAQA. Five (5) years of experience at a middle/senior managerial level within the relevant field. Successful completion and certificate of the Public Service Senior Management Leadership Programme. Knowledge of the marine fisheries environment. Knowledge of research processes. Knowledge and understanding of the sector, including governing legislation, government administrative prescripts, policies and procedures. Knowledge of the Government's policies and priorities for Environment, Forestry and Fisheries. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Good strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, programme and project management, and organizational transformation. Computer literacy and good communication skills (both verbal and report writing) with advanced experience in stakeholder engagement, and sound problem solving and analytical skills.

DUTIES

: Manage research infrastructure and facilities including laboratories, buildings, electronic and mechanical workshops, research aquarium, research library, net store, small boats and diving unit. Develop policies, procedures and systems for using research infrastructure and equipment. Develop systems for managing research and research processes. Manage the acquisition and

utilisation of research vessels. Assess the need for research vessels to support research. Provide/ acquire research vessels to support research. Co-ordinate planning for utilisation of research vessels based on identified research priorities. Provide project and contract management support services. Manage and administer contracts related to research and other services. Manage and administer research agreements e.g. renewing agreements. Provide research communications support. Facilitate responses to requests for research information in line with the Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA). Manage the research permits process and issuing of such. Co-ordinate research publications. Manage the editing and publication of the African Journal of Marine Science, and manage the Gilchrist Library.

ENQUIRIES : Dr.K Prochazka at 083 302 8191

POST 10/72 : **DIRECTOR: OFFSHORE & HIGH SEAS FISHERIES MANAGEMENT REF NO FIM 15/2023**

SALARY : R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : An undergraduate graduate qualification in Natural/ Environmental Sciences or relevant and equivalent qualification on NQF 7 as recognised by SAQA. Five (5) years of experience at a middle/senior managerial level within the relevant field. The incumbent must have knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations, PSA and Labour Relations. Applicants must have knowledge of the Marine Living Resources Act and all applicable legislations. Knowledge of the fishing sectors such as fisheries management and aquaculture. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication and conflict resolution skills. A valid driver's licence.

DUTIES : Provide leadership with regards to the management of marine resources within the offshore and high seas fisheries sector. Develop policies, strategies and programmes for the sustainable and optimal utilization of marine living resources. Prepare and submit recommendations with regards to the TAC and TAE. Manage the restructuring of the fishing industry to address historical imbalances and to achieve equity within the offshore and high seas fisheries sector. Provide strategic and policy advice to key decision makers and forums with regards to the restructuring of the offshore and high seas fisheries sector. Monitor the implementation of policies, strategies and policies of restructuring the sector. Manage the process for granting of relevant rights of access, other rights, permits and licences as contemplated in the Marine Living Resources Act within the offshore and high seas sector. Develop and review regulations, conditions, norms and standard with regards to the issuing and application of fishing rights, permits and licences. Manage the register of all rights of access, other rights, permits and licences granted or issued in terms of the Act. Manage the offshore and high seas sector to ensure sustainable and optimum utilization of marine living resource. Monitor compliance with the conditions of the respective permits and licences and other measures as may be applicable. Ensure cooperative governance and enhance service delivery and stakeholders' relations through participations. Provide leadership and direction in the establishment and strengthening of the Management Working Groups. Participate, lead and represent the Department in the national, regional and international forums relevant to the management of offshore and high seas fishing sector.

ENQUIRIES : Mr. S Pheeha at (082) 558 5837 e-mail: SPheeha@dffe.gov.za

CLOSING DATE : 10 April 2023

POST 10/73 : **DIRECTOR: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO: FIM 16/2023**

SALARY : R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Cape Town (Foretrust Building)
: An undergraduate graduate qualification in Maritime Studies/ Natural Sciences or relevant and equivalent qualification on NQF 7 as recognised by SAQA. Five (5) years of experience at a middle/senior managerial level within the relevant field in harbour management/ natural resources management/ public administration or related field. The incumbent must have knowledge and understanding of harbour regulations and related legislation. Knowledge of project planning and management principles. Knowledge and experience in administration. Proven leadership, communication, conflict management, financial management, project management, leadership and interpersonal skills.

DUTIES : Oversee and manage overall support to the operational day to day management of the proclaimed fishing harbours. Manage implementation of the proclaimed fishing harbours. Develop policies and systems for effective harbour management. Ensure development and implementation of management tools such as standard operating procedures for harbour regulated functions. Oversee the acquisition and distribution of assets, equipment and consumables for the fishing harbours and allocate budget efficiently. Oversee management of maintenance and minor repairs on all harbour's infrastructure. Negotiate comprehensive repair and maintenance programme with National Department of Public Works and Infrastructure in respect of complete and total harbour infrastructure at all of the listed fishing harbours. Provide integrated platform for stakeholder's management. Improve communication with all relevant stakeholders through the appropriate structures such as the harbour User Committees. Facilitate the development of fisheries related socio-economic activities in the PFH. Participate in activities that promotes the Oceans Economy such as Operation Phakisa or any other similar initiatives.

ENQUIRIES : Mr. B Semoli at (082) 457 0477

CLOSING DATE : 10 April 2023

POST 10/74 : **DIRECTOR: OPERATIONAL SUPPORT AND PLANNING: NON-INFRASTRUCTURE REF NO: EP05 /2023**

SALARY : R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENT : Pretoria
: An Undergraduate in Environmental Science or Environmental Management or relevant qualification on NQF 7 as recognized by SAQA and a registered professional. Five (5) years of experience at a middle/senior managerial level within the relevant field. Good command of written and oral English and any other official languages. Knowledge of strategic planning and Business planning. Knowledge of Environmental science, monitoring and Evaluation. Understanding of non-infrastructure-based project, risk management and contract management. Knowledge of policy, legislation, and procedures. Knowledge of project management, research methodologies and presentation. Ability to work with difficult persons and to resolve conflict, Ability to work under pressure and long hours. Ability to develop and apply policies, Ability to work individually and in team. Ability to gather and analyse information. Sound understanding of organising, facilitation, and excellent communication skills, Computer literacy, technical writing skills and report writing skills. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Manage research programmes in support to planning and implementation of non-Infrastructure Projects, Coordinate and support the development of effective strategic and operational planning tools, providing programme review

Support to the Regions (non-infrastructure) projects, Manage the development of programme criteria and development/review of norms and standards for the infrastructure programmes.

ENQUIRIES : Ms M Skosana Tel No: 012 399 9708
CLOSING DATE : 03 April 2023

OTHER POSTS

POST 10/75 : **DEPUTY DIRECTOR: SOIL CONSERVATION MANAGEMENT REF NO: EP06/2023**

SALARY : R908 502 per annum, (all-inclusive remuneration package).
CENTRE : Pretoria
REQUIREMENTS : An National Diploma /Degree in Agricultural Engineering/ Natural Science or relevant qualification. 3-5 years' experience in Natural Resource Management of which 3 should be at junior managerial (Assistant Director) level. Registration as practitioner will be an added advance. Knowledge of environmental related legislation. Knowledge of Natural resource management administrative procedures. Knowledge of wetland and dryland rehabilitation management. Knowledge of Financial management, Project management, Personnel management, and Contract administration. Proven competencies in establishing and managing relevant systems and controls, develop, interpret, and apply policies, strategies, and legislations. Ability to perform in-house training for staff. Advanced skills in policy formulation. Computer skills. Good interpersonal relations and communications skills. Stakeholder engagement Research in various fields. Strategic capability and leadership. People management and empowerment. Client orientation and customer focus. Sound organizing and planning. Excellent Technical skills. Good interpersonal skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Initiative and creativity. Meticulous attention to detail.

DUTIES : Ensure the coordination and development of quality management files required for soil conservation projects. Manage quality compliance assessments of soil conservation operations. Ensure verification of soil conservation operations. Ensure coordination of information sessions on operational support and soil conservation projects. Monitor the Implementation of Quality Compliance recommendation.

ENQUIRIES : Mr R Nenungwi Tel No: 012 399 9757
CLOSING DATE : 03 April 2023

POST 10/76 : **DEPUTY DIRECTOR: LARGE CRUSTACEANS FISHERIES MANAGEMENT REF NO: FIM17/2023**

SALARY : R766 584 per annum, (all-inclusive remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : Bachelor's degree or Postgraduate Diploma in Fisheries Management/Oceanography Environmental Science/ Natural Science as recognised by SAQA. Three to five (3-5) years' experience in natural resources or public administration at junior management level (Assistant Director level or equivalent) and proven staff supervision. Relevant experience in natural resource management (Fisheries Management). Knowledge of the Marine Living Resource Act of 1998. Knowledge and experience in project management and policy development. Proven communication, report writing, interpersonal and conflict management skills.

DUTIES : Develop and implement fisheries administration and regulatory processes within Large Crustacean Fisheries. Manage the receipt, distribution and issuing of permits, and authorisations. Compile the submissions on determination of the West Coast Rock Lobster, South Coast Rock Lobster and KwaZulu-Natal Crustacean (Prawn) Trawl Total Allowable Catch or Total Allowable Effort or a combination thereof. Prepare the inter-area schedule for the West Coast Rock Lobster and South Coast Rock Lobster fishing sectors. Review the permit conditions for the West Coast Rock Lobster (catch, transport, and export), South Coast Rock Lobster (catch, transport, and export) and KwaZulu-Natal Crustacean (Prawn) Trawl (catch) fishing sectors, and assist in the review of the import, Fish Processing Establishment and export permit conditions. Compile budget and participate in procurement of goods and services. Manage

the collection, collation and dissemination of data and information for the sector. Maintain the databases for the sector. Compile summaries of the services output of the Sub-directorate. Provide technical support in Fishing Rights Allocation Process and related activities. Provide technical input on compilation of Regulation 5(3) reports as and when required. Compile submissions in response to various requests or applications for vessel change and exemptions from the provisions of the Act etc. Manage stakeholder participation in the sector. Compile submissions and responses in respect of Ministerial/DG enquiries and media enquiries as when required. Provide technical support in monitoring, control and surveillance of the stakeholders.
Mr. Odwa Dubula Tel No: 021 402 3680/ 021 402 3562

ENQUIRIES

POST 10/77

DEPUTY DIRECTOR: SMALL INVERTEBRATES AND SEAWEED MANAGEMENT REF NO: FIM18/2023

SALARY CENTRE REQUIREMENTS

R766 584 per annum, (all-inclusive remuneration package)
Cape Town (Foretrust Building)
Bachelor's degree or Postgraduate Diploma in Fisheries Management/Oceanography/ Environmental Science / Natural Science as recognised by SAQA. Three to five (3-5) years' experience in natural resources or public administration at junior management level (Assistant Director level or equivalent) and proven staff supervision. Relevant experience in natural resource management (Fisheries Management) and in working with numbers such as percentages, proportions and conversion factors. Knowledge of the Marine Living Resource Act of 1998. Knowledge and experience in project management and policy development. Proven communication, report writing, interpersonal and conflict management skills.

DUTIES

Develop and implement fisheries administration and regulatory processes within Small Invertebrates and Seaweed. Manage the receipt, distribution and issuing of permits, and authorisations. Compile the submissions on determination of the Abalone, Oysters, White Mussels, and Seaweed Total Allowable Catch or Total Allowable Effort or a combination thereof. Prepare the inter-area schedule for the Abalone fishing sector. Review the permit conditions for the Abalone, Oysters, White Mussels, and Seaweed (catch and/or transport), and facilitate the review of the import, Fish Processing Establishment, and export permit conditions. Compile budget and participate in procurement of goods and services. Manage the collection, collation and dissemination of data and information for the sector. Maintain the databases for the sector. Manage abalone export notifications. Compile summaries of the services output of the Sub-directorate. Provide technical support in Fishing Rights Allocation Process and related activities. Provide technical input on compilation of Regulation 5(3) reports as and when required. Compile submissions in response to various requests or applications for vessel change and exemptions from the provisions of the Act etc. Manage stakeholder participation in the sector. Compile submissions and responses in respect of Ministerial/DG enquiries and media enquiries as when required. Provide technical support in monitoring, control, and surveillance of the stakeholders.
Mr. Odwa Dubula Tel No: 021 402 3680/ 021 402 3562

ENQUIRIES

POST 10/78

ASSISTANT DIRECTOR: LARGE CRUSTACEAN FISHERIES MANAGEMENT REF NO: FIM19/2023

SALARY CENTRE REQUIREMENTS

R393 711 per annum
Cape Town (Foretrust Building)
A Bachelor's Degree or National Diploma in Public Administration/ Natural/ Environmental Science or relevant and equivalent qualification as recognized by SAQA and staff supervision. Three (3) years working experience in environmental management or related field. Knowledge and understanding of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Knowledge and understanding of the fisheries policy development and review. Knowledge of fisheries management and working with numbers. Knowledge of the PFMA (Act No1 of 1999), PAIA (Act No 2 of 2000) and PAJA (Act No 3 of 2000). Experience in project and stakeholder management. A valid driver's license.

DUTIES

Regulate processes necessary for management of the sector. Make decision on permits to undertake commercial fishing of West Coast Rock Lobster, South Coast Rock Lobster and KwaZulu-Natal Crustacean (Prawn) Trawl catch, and

to operate Fish Processing Establishment. Verify and make recommendations on West Coast Rock Lobster and South Coast Rock Lobster export, import and transport permits. Compile authorisations submission and records of decision in response to requests. Reconcile Right or Exemption Holders catch data against their allocations to determine over-catches to be incorporated to the inter-area schedules for the sectors and under-catches thereof. Initiate and coordinate review of the permit condition for the fishing sectors. Initiate budget compilation and participate in procurement of good and services. Manage the collection, collation and dissemination of data and information for the sector. Upload quantum (allocations) for the West Coast Rock Lobster and South Coast Rock Lobster Rights holders on the permitting system such as the Marine Administration System (MAST). Update and maintain the Large Crustacean database. Participate in compilation of summaries of the services output for the Sub-Directorate. Coordinate the review of the travel permits in the sector. Initiate submissions on determination Total Allowable Catch or Total Allowable Effort or a combination thereof, and in response to various requests or applications for vessel change and exemptions from the provisions of the Act etc. Participate in Fishing Rights Allocation Process meetings and related activities as and when required. Coordinate and manage stakeholder liaison and communication. Initiate submissions and responses in respect of Ministerial/DG enquiries and media enquiries as when required.

- ENQUIRIES** : Mr. Odwa Dubula Tel No: 021 402 3680/ 021 402 3562
- POST 10/79** : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: CMS11/2023**
- SALARY** : R321 543 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Management Services/ Operations Management/Industrial Psychology or relevant equivalent qualifications. A minimum of two (2) years' experience in relevant field Organisational Development. Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Skills: Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours voluntarily, gather, analyse information develop and apply policies. Be able to work individually and in team and to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Certification of PERSAL introduction and Job Evaluation (EVALUATE) system will be an added advantage.
- DUTIES** : Provide support on organizational development investigation. Receive and acknowledge request for structural changes and development. Conduct preliminary analysis on existing functions. Coordinate discussion meetings with stakeholders. Conduct job evaluation and compile job descriptions. Advise managers on the development and review of job descriptions. Provide support and gather information for the job content. Align job purpose and KPA's with the business plans. Maintain job description database and provide statistic when required. Conduct JE investigation, general grading reports. Present results to the JE panel. Provide support for business process mapping. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation changes.
- ENQUIRIES** : Ms S Mkwanazi Tel No: 021 402 3388 / Ms T Morule Tel No: 012 399 – 3662
- POST 10/80** : **DOCK MASTER REF NO: FIM20/2023**
- SALARY** : R269 214 per annum
CENTRE : Lamberts Bay
REQUIREMENTS : Appropriate Trade Test Certificate A minimum of five (5) years relevant post qualification experience as an Artisan or Docker. Experience working with power tools. Knowledge of dry docking and working on sea. Knowledge and

- understanding of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Basic understanding of the Occupational Health and Safety Act. A valid driver's license.
- DUTIES** : Initiate and plan the slipping of vessels. Analyse the vessel docking plan to assess material and capacity to be used. Assign team to build bilge blocks and the wedges for the main slip. Ensure safety at the slipway in the water and on land. Communicate with divers and dockers in dinghy in the water that the vessel is enroute. Apply safety adjustments measures whilst pulling out of the water and secure cradle and vessel on land. Ensure continuous alignment and adjustment of bilge blocks while cradle is in motion. Side slipping of vessels. Pulling vessel/cradle to side slip utilizing high tension steel cables. Off-load side slip equipment for safe storage.
- ENQUIRIES** : Ms N Simon at 073 540 4686
- POST 10/81** : **DOCKER REF NO: FIM21/2023 (X3 POSTS)**
- SALARY** : R181 599 per annum
CENTRE : Stilbaai, Gordons Bay & Laaiplek
REQUIREMENTS : Appropriate Trade Test. Knowledge of dry docking and fish cleaning. Knowledge of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder and the Occupational Health and Safety Act. General cleaning skills. Maintenance and equipment skills. A valid driver's license.
- DUTIES** : Conduct vessel slipping. Build bilge blocks and the wedges for the main slip. Ensure continuous alignment and adjustment of bilge blocks with cradle in motion. Adhere to safety measures and requirements. Operate slipway machinery and equipment. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Perform slipway maintenance. Paint the slipway infrastructure and replace worn wood on the slip beams. Cleaning the slip and storage area. Perform ad hoc administrative duties and emergency operations. Data collection such as boat accommodation, freshwater usage, fish cleaning sheds.
- ENQUIRIES** : Ms N Simon at 073 540 4686

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 03 April 2023 before 12h00 noon No late applications will be considered.

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

OTHER POSTS

- POST 10/82** : **DEPUTY DIRECTOR: UNCLAIMED BENEFITS AND RE-ISSUES REF NO: DD/UBRI/2023/03-1C**
Unclaimed Benefits and Re-Issues
(12 months contract)
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive package)
: Head Office Pretoria
: A recognized three-year Bachelor's Degree / National Diploma or equivalent three year qualification (at least 360 credits) in the Financial Accounting field. Six (6) years appropriate proven experience in Financial Management / Tracing / Dept Collection of which three (3) years was in a managerial role. Experience gained in Employee Benefits will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Employee Benefits; Knowledge of Financial management; Knowledge of PFMA; Knowledge of GEPF service and products; Knowledge of relevant legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act (PSA); Knowledge of project management; Knowledge of strategic planning; Analytical skills; Strong leadership and managerial skills; Planning and organising skills; Decision making and problem solving skills; Communication skills (verbal and written); Motivating skills; Ability to establish controls to monitor tasks; Customer service oriented; Persuasiveness and flexibility; Ability to take responsibility; Ability to work under pressure; Ability to delegate; Integrity, reliability and honesty; Quality and results oriented. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The successful candidate will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to: Manage the implementation of the Unclaimed Benefits Strategy; Monitor the implementation of the operational plan for unclaimed benefits unit sub-directorates to support the achievement of Finance and GPAA's strategic objectives. Manage, monitor, and review the tracing section policies, procedures, and processes, to ensure compliance is in accordance with best practice and legislation. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the tracing strategy. Manage the provision of best practice regarding tracing section functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Analyze service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analysis and forecasting. Management of Unclaimed Benefits: tracing unit: Review the population of data on unclaimed benefits to ensure that it is in terms of the definition per the GEPF policy on unclaimed benefits. Engage ICT development division on new systems applicable on tracing and management of unclaimed benefits. Monitor the successes of these platforms and if no success, review and advise on better strategies. Manage the success of unclaimed benefits progress at all times and meet the operational plan targets. Manage the increase in unclaimed benefits in collaboration with the payment division. Set up processes and standard operating procedures that will result in tracing and paying the rightful beneficiary of the benefit and monitor the process. Reduce unclaimed benefits cases and amount as indicated on the APP targets. Manage the provisional list tracing with the intentions to meet the targets set. Authorize the requirement for second level tracing by External Providers. Ensure compliance with established processes and procedures for

second level tracing. Fraud Risk Management: Identify, monitor and manage financial and fraud risks. Implement risk management policies and procedures that are in line with legislative/statutory requirements. Develop and maintain internal controls, in alignment with relevant financial standards and regulatory framework, in order to mitigate financial and fraud risks in the environment. Engage relevant stakeholders in order to provide due consideration to implications of financial and fraud risk management initiatives implemented. Develop internal controls to detect and prevent fraud in the sub-directorate. Financial controls and reporting: Develop templates for financial reporting and implement good systems of internal control for financial reporting. Monitor, review and improve these templates and controls for effectiveness. Review the monthly reports on unclaimed benefits account for correctness and fair presentation as required by stakeholders. Prepare presentations for different stakeholders as required on unclaimed benefits. Ensure that all the audit findings and recommendations are implemented and resolved. Manage the budget of the unit and monitor expenditure patterns as per the prescripts. Project Management: Research and keep abreast of best practice initiatives and developments within cash flow management to ensure that projects are aligned to best practices. Contribute to development of project plans aligned to best practices. Develop and co-ordinate implementation of operational plans. Oversee and ensure an effective promotion of relationship with all stakeholders. Stakeholder Engagement: Ensure that GEPF, AIPF, TEPF, National Treasury Programme 1 and GPAA requirements are taken care off at all times. Ensure that all the ad-hoc requested financial reports and financial analysis are prepared and presented to the satisfaction of these stakeholders. Arrange monthly meetings with the stakeholders to support the senior management on monthly performance assessments or reviews. Ensure the approved policies are implemented, monitored and reviewed where necessary. Develop and maintain relationships with all government departments, communities, churches, government structures including local government which are relevant for tracing activities. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems.

- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa56@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to manage the Tracing and Payment of members and beneficiaries of Unclaimed Benefits – Tracing and Re-issues Accounts. One 12 months contract position for Deputy Director: Unclaimed Benefits and Re-issues: Finance Section is currently available at the Government Pensions Administration Agency based at Pretoria Head Office.
- POST 10/83** : **DRIVER: MOBILE VAN – CAPE TOWN REGIONAL OFFICE REF NO: MVD/CRM/2023-03-1P**
Client Relationship Management
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06), (basic salary)
: Cape Town
: A Grade 12 (Matric) with a minimum of three year's driving experience. Experience which includes exposure within a client services environment and/ or security operations will serve as an advantage. OR a relevant three-year qualification (at least 360 credits) with 18 months driving experience. Experience which includes exposure within a client services environment and / or security operations will serve as an advantage. A valid code 10 driver's license with Professional Driving Permit (PDP). An advanced driving certificate and GPAA product knowledge will be an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office especially Word and Excel. Proficiency in English is a requirement and the ability to speak

any of the other official languages in the province applying for, would be an added advantage. Knowledge of Access Control to Public Premises and Vehicles Act. Knowledge of Private Security Industry Regulatory Authority. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Driving skills. Communication skills. Problem solving skills. Time management skills. Negotiation skills. Interpersonal skills. Ability to work under pressure. Innovative. Assertive. Eagerness to learn. Results driven. Self-confidence. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide mobile van driving services: Drive mobile van to and from the identified venue. Ensure that safety and traffic regulations are adhered to at all times when on the road. Perform necessary operational checks on the mobile van (pre-inspection and post-inspections to ensure good working condition of the vehicle at all times. Conduct inspection of all equipment contained in the vehicle and make note in the mobile van daily checklist register. Ensure correct procedures are followed in case of an accident. Ensure that log sheets and travel authority forms are filled and approved at all times and point to point entries are made during all trips. Ensure the safe use of petrol card. Ensure the vehicle is parked in a safe environment/parking area during and after operations. Liaise with South African Police Services (SAPS) and the Emergency Management Services (EMS). Manage the mobile van: Ensure that the vehicle is tidy and clean at all times and it projects GPAA image. Develop and maintain daily inventory register for all equipment contained in the mobile vehicle. Report to the supervisor any defect or damage noted to any equipment. Folding and unfolding of the awning. Conduct a daily inspection on fire equipment contained in the vehicle. Conduct inspection of the area where the mobile van will park for a duration of the operation and submit report. Ensure the compliance with Occupational Health and Safety (OHS) Act during the operation. Provide administrative support: Develop and maintain daily inventory register for all equipment contained in the mobile vehicle. Report to supervisor any defect or damage noted to any equipment. Report any defects on the van to the relevant authority. Report any criminal activities to SAPS within the area where the venue will be situated. Compile prescribed OHS reports monthly (incidents, fire extinguishers, equipment etc.). Prepare and submit a comprehensive daily/weekly/monthly report on daily activities and per mobile site visited. Keep daily record for each service location (planner, trip authority, logbook, accommodation vouchers etc.). Prepare and submit a weekly comprehensive report for each identified location to the relevant authorities. Keep daily record for each service location. Assist in setting up a workable environment outside of the mobile unit. Pre-screening of all documents received at the front desk. Assisting clients in completing all GEPF forms to be processed. Registering and bar-coding of documents allocated. Linking of documents to pension numbers. Scanning and indexing of all documents. Updating of members personal information on CIPVEN.

ENQUIRIES

: Eugene Geldenhuys Tel No: (011) 883 5035 or Mbongiseni Nkosi Tel No: 012 399 2202

APPLICATIONS

: It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.

NOTE

: The purpose of the role is to drive the mobile van for the GPAA. One permanent position of Customer Service Agent: Client Relationship Management Section is currently available at Cape Town Regional Office of the GPAA.

- POST 10/84** : **CUSTOMER SERVICE AGENT – WESTERN CAPE REGIONAL OFFICE**
REF NO: SA/WC/2023/03 - 3C (X3 POSTS)
 Client Relationship Management
 12 months contract
- SALARY** : R218 064 per annum (Level 06), plus 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Cape Town and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide / request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.
- ENQUIRIES** : Eugene Geldenhuys Tel No: (011) 883 5035 or Mbongiseni Nkosi Tel No: 012 399 2202
- APPLICATIONS** : It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.
- NOTE** : The purpose of the role: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Three contract positions of Customer Service Agent is currently available at Western Cape Regional office of the GPAA – 12 months contract.

- POST 10/85** : **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS)**
Unclaimed Benefits
(12 months contract)
- SALARY CENTRE** : R218 064 per annum (Level 06), plus 37% in lieu of benefits
Bloemfontein and Phuthaditjhaba
Ref No: (TA/FS/BFN/2023/03-1C) Based in Bloemfontein (X1 Post)
Ref No: (TA/FS/PHUT/2023/03-1C) Based in Phuthaditjhaba (X1 Post)
- REQUIREMENTS** : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (ideally Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing or Debtors/debt collection OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing or Debtors/debt collection; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential; The applications of individuals currently residing in the geographical area (town/city) of the respective area applying for, may receive preference (note that proof of residence may be requested when shortlisted); A Valid driver's license will be an added advantage. Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Supervisor and Manager.
- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa59@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One position for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12 months contract based in Bloemfontein and Phuthaditjhaba

- POST 10/86** : **FINANCE ADMINISTRATORS: TRACING (REGIONAL TRACING AGENTS)**
REF NO: TA/BUSH/2023/03-1C (X1 POST)
 Unclaimed Benefits
 (12 months contract)
- SALARY** : R218 064 per annum (Level 06), plus 37% in lieu of benefits
CENTRE : Based in Busbuckridge
REQUIREMENTS : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (ideally Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing or Debtors/debt collection OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing or Debtors/debt collection; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential; The applications of individuals currently residing in the geographical area (town/city) of the respective area applying for, may receive preference (note that proof of residence may be requested when shortlisted); A Valid driver's license will be an added advantage. Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Supervisor and Manager.
- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa59@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One position for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency on a 12 months contract based in Thohoyandou, Polokwane, Giyane, Bushbuckridge.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 03 April 2023 at 12pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. 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 and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

MANAGEMENT ECHELON

- POST 10/87** : **TEAM LEAD - JOBS FUND REF NO: G04/2023 (X2 POSTS)**
Term: 24 Months Fixed Term Contract
- SALARY** : R1 105 383 per annum (Level 13), (all – inclusive package), PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE REQUIREMENTS** : Pretoria
- : Bachelor's Degree/Advanced Diploma (NQF 7) in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field. NQF level 7 qualification or internationally recognized certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field would be advantageous. At least 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle management position. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Change Leadership - The ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts

groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing - Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives Organisational Awareness - The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management - Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Client Orientation - Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients Problem Solving and Analysis - Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Resilience - Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning - Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation- Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation- Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Economic Development-Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/structured finance/ Grant Management- Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on

capital exceeds cost of capital, without taking excessive financial risks. Policy Development, Management and Dissemination- Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management-Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management- Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact evaluation- Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of funding round incl. Application, Appraisal and Approval -. Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria; Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline; Select high-impact projects aligned to a term sheet, JF policies and knowledge outcomes; Provide quality assurance on allocated projects including administration support related to projects i.e., decision records, minutes, etc and support staff and applicants. Contracting - Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs); Support the contracting process through training, negotiations and preparation/ quality assurance of contracting documentation; and implement effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring- Provide input at project monitoring committees (Project Implementation Review Meeting (PIRM); Participate in the finalisation of Project Close-out Reports (PCR) and Post Implementation Monitoring Reporting Meetings etc; Participate in the design and implementation of the Year-End Review (YER) process and communicate and manage audit logs in the Project Management Unit (PMU) and participate in the finance processes and the preparation of documentation such as secondary bank accounts and surplus documentation. Relationship Management - Implement the relationship management mandate for the Jobs Fund; Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders; Provide oversight/ manage intermediaries and Develop governance frameworks and manage the implementation thereof. Knowledge harvesting and sharing- Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs), Brown bags and Project Close -Out Reports; Assist with project evaluation work and draft analytical pieces for the Jobs Fund and conduct independent research on active labour market policies and interventions. Talent Management- Assess staff skills gaps & align unit training plan to skills gaps; Deepen the skills and capacity of the team; Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and create a high-performing team; Manage resources and balancing work allocations; Assess staff performance throughout the financial year and organise and manage staff events. Strategy Implementation and Risk Management- Implement the disbursement strategy and identify opportunities for improvement; Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact; Review and update the Jobs Fund Operating Guidelines, Standard Operating Procedures on an ongoing basis; Provide input into the strategic planning processes of the Jobs Fund and adopt strategic projects and drive for better co-ordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc); Provide support for the development, assessment, and management of project improvement plans; Adherence to disbursement timelines and process as per the Disbursement Framework; Contribute to the development of the risk management framework for the Jobs Fund; Lead the implementation of strategic assignments including the establishment of new programmes and provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

ENQUIRIES

: Kaizer Malakoane Tel No:012 315 5442 or kaizer.malakoane@gtac.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 03 April 2023

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. 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 for all SMS applicants. 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 10/88 : **DEPUTY DIRECTOR: ACCOUNTING AND REPORTING REF NO: 23/39/CFO**

SALARY : R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: Relevant tertiary qualification in Financial Management at NQF level 7 as required by SAQA; A minimum of 3 years' experience in a financial environment at management (Assistant Director) level; Knowledge and understanding of Public Finance Management Act and budget management, Knowledge of Cash Management, financial systems (BAS) and accounts control relating to Financial Statements; Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Quality assurance, people management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the process of preparation of Annual financial statements, reporting and audit facilitation services; Manage the reconciliation, verification and consolidation of the creditors' status reports for Management, National Treasury and EXCO; Verify and consolidate accruals in the department with respect to Creditors; Monitor unresolved financial reporting, Auditing and creditors high level follow-ups and enquiries; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<u>POST 10/89</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2023/40/MP</u>
<u>SALARY</u>	:	R393 711– R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mpumalanga A 3 year National Diploma/Degree in Labour Law/ Labour Relations/ Law/ Human Resources Management or relevant equivalent qualification; At least 3 years relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver's license. Skills and Competencies: Communication skills (verbal and written), Interpersonal relations, Ability to build high performance teams, Computer literacy, Project management, Strategic management, Analytical thinking, Problem solving, Conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Assist in managing the grievance procedure/ disciplinary processes and provide expert advice to management in all Labour related matters; Undertake labour relations research, plan activities and management of resources; Liaise with all stakeholders in defending the department in disputes; Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation of the approved policy; Administer the appointment of Presiding Officers and Investigation Officers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Nc Maseko Tel No: (013) 753 9365 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit 1200 OR Physical Address: Provincial Office – Mpumalanga; Department of Justice and Constitutional Development; 24 Brown street, 4 th Floor Nedbank Centre, Nelspruit 1200
<u>POST 10/90</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY REF NO: 2023/18/GP</u>
<u>SALARY</u>	:	R393 711– R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Gauteng An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology; A minimum of 3 years experience in Human Resource Planning and Employment Equity environment at a supervisory level; Knowledge of HRP and EE legislative frameworks, methodologies and strategies in the Public Service; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing Interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the development and review HRP; Develop Employment Equity (EE) plan for the Province; Monitor and evaluate Provincial compliance on HRP and Employment Equity; Review Employment Equity plan; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RR Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Department of Justice and Constitutional Development, Schreiner Chambers, Cnr. Pritchard and Kruis Street; Johannesburg.
<u>POST 10/91</u>	:	<u>ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIP REF NO: 23/20/HR</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years experience in Human Resource Development work environment at

- supervisory level; Knowledge of Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Job knowledge of skills, learnership and Internship within Public Act; Knowledge and understanding of the Public Service statutory frameworks, financial management and regulatory framework/guidelines, the Public Service Act. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Numeracy skills; Good interpersonal relations and communication skills; Ability to work independently and as part of a team; Problem solving skills and decision-making skills; Project management skills; Presentation and facilitations skills; Time management; Conflict management skills.
- DUTIES** : Key Performance Areas: Conduct skills audit, training needs analysis and develop Workplace Skills Plan (WSP); Facilitate, monitor and evaluate the implementation of the department's Workplace Skills Plan (WSP); Facilitate onboarding, orientation & induction framework; Facilitate the implementation of learnership and internship programmes; Facilitate mentorship and coaching programmes; Monitor the implementation of women and youth empowerment programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J Maluleke Tel No: (012) 315 1090
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 10/92** : **ADMINISTRATIVE OFFICER: IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 23/40/DG**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : A 3 year National Diploma (NQF level 6) Degree in Office Administration/ Office Management or equivalent; At least 1 year in office administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Creative thinking; Planning and organizing skills; Customer service orientation; Problem analysis.
- DUTIES** : Key Performance Areas: Render administrative support duties for the Office of the Director-General; Provide financial administration support services for the office of the DG; Provide supply chain clerical support services within the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/93** : **LEGISLATIVE LANGUAGE PRACTITIONER: ISIXHOSA REF NO: 23/31/SLA**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Pretoria
- : A three year tertiary qualification majoring in Isixhosa or an equivalent qualification; Experience in working as Language Practitioner in Isixhosa; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to Isixhosa in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Isixhosa; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Isixhosa as an official language and legal terminology for the use in legislation; Provide language quality control mechanisms in respect of

- legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/94** : **LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5) REF NO: 23/22/FS**
- SALARY** : R207 429 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Legal Research; Decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Planning and organising; Report writing and problem resolving; Project management; Communication skills (verbal and written); Willing to work overtime when required.
- DUTIES** : Key Performance Ares: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society, other government departments DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover losses and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 03 April 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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 and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.
- ERRATUM:** Kindly amend the closing date and enquiry contact details of the following post: Inspector: Mine Health and Safety (Ref No: DMRE /2333), advertised in the Public Service Circular 08 dated 03 March 2023. The correct enquiry is Mr J Melembe Tel No: (018) 487 4300. The closing date will be extended to 24 March 2023.

OTHER POSTS

- POST 10/95** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2344**
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive package)
: Western Cape Region, Cape Town

<u>REQUIREMENTS</u>	:	A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) Plus Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.
<u>ENQUIRIES</u>	:	Mr. L Polley at 082 461 4247
<u>NOTE</u>	:	Indian, Coloured or White females are encouraged to apply.
<u>POST 10/96</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2345</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) PLUS Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy. Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: (057) 391 1391/73
<u>NOTE</u>	:	Indian, Coloured or White females are encouraged to apply.
<u>POST 10/97</u>	:	<u>PETROLEUM LICENSING ANALYST REF NO: DMRE/2346</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Business Management/ Economics/ Accounting/ Financial Management/ Energy Studies/ Natural Science/ Engineering (NQF 6) with a minimum of 3 years' experience in hydrocarbons related sector PLUS the

		following competencies Knowledge of: knowledge of and interest in the South African energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 Of 1977), as amended and regulations thereto. Working knowledge of regulatory and administrative systems. Experience in data manipulation and analysis, as well as report writing. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and/or constraints thereof. Skills: Analytical skills. Convey PPAA knowledge to clients and directing client on what supporting evidence is required. Organising, planning and interpersonal skills. Good communication skills (written and verbal). Ability to communicate clearly with stakeholder in the public and private sectors. Thinking Demands: Evaluation and verification of license applications.
<u>DUTIES</u>	:	Confirm, validity and clarify applications to ensure that they are complete and in line with prescriptions of PPAA and related regulation. Evaluate applications, records or documents to gather information about eligibility or liability issues to ensure that the application complies with the provisions of section 2B of the regulation. Determine the economic viability of the Business (Net Present Value). Conduct re-site visit on request with the Regional Director as per Ministerial directive for re-evaluation of an application to verify the need for the retailing operation and determine whether the operation will promote the objectives of the PPAA. Determine the level the compliance with the Charter (section 2C of the Act) when considering license applications. (e.g., Unemployment and poverty, promotion of the advancement of Historically Disadvantage South Africans, Effect to the Charter, Ownership, Control, Procurement and Employment Equity. Assist in handling the ministerial enquiries regarding Petroleum Product Amendment Act (Objections in terms of Regulation 4 (4) of Site, 16 (4) of Retail, 4 (4) Wholesale and Manufacturing). Handle enquiries and provide advice with regards to licensing issues. Provide managerial activities.
<u>ENQUIRIES NOTE</u>	:	Ms P Manthata Tel No: (012) 406 7347
	:	Indian, Coloured or White male are encouraged to apply.
<u>POST 10/98</u>	:	<u>ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2347</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 403 per annum (Level 10)
	:	Eastern Cape Region, Port Elizabeth
	:	Bachelor's Degree/ B-Tech Degree/ Advanced Diploma in Environmental Management/ Natural Science/ Environmental Science (NQF Level 7), with a Minimum of 3 years' experience in the industry. Driver's Licence, Plus the following competencies Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management Skills: Good negotiation skills, good research skills, integration of social, economic, bio-physical and cultural-historical impacts, personnel management working and creating team work, good verbal and non-verbal communication skills, excellent English reading and writing skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.
<u>DUTIES</u>	:	Evaluate Environmental Management Program plan, Environmental Impact Assessments. Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the Public. Consult with relevant State Departments and assist clients through promotion of administrative justice. Provide managerial activities.
<u>ENQUIRIES NOTE</u>	:	Mr S Lurwengu Tel No: (014) 403 6631
	:	Indian male or persons with disability are encouraged to apply.

<u>POST 10/99</u>	:	<u>ASSISTANT DIRECTOR: PETROLEUM EXPORT AND IMPORT REF NO: DMRE2348</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Economics (NQF Level 6) with a minimum of 3 years' experience in Economics field Plus the following competencies Knowledge of: Knowledge and understanding of Public Service policies, prescripts and regulations (PFMA, PPAA, DMRE Guidelines on Importation and Exportation of Crude Oil and Petroleum Products etc.). Policy analysis. Skills: Analytical skills. Written and verbal communication skills. Computer skills. Report writing skills. Research skills. Presentation and facilitation skills. Thinking Demands: Decision Making. Creativity and initiative.
<u>DUTIES</u>	:	Receive and verify applications for import/export permits. Provide feedback and advice to applicants of import/ export permits. Maintain a database of all data regarding imported/exported products. Collect and analyse import/exports data from the oil companies as per the imports and exports guidelines. Participate in various fuel supply meetings and forums with oil industry. Conduct research and report on activities /developments relating to Petroleum products imports and exports. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr M Mahlangu Tel No: (012) 406 7376
<u>NOTE</u>	:	Indian, white or Coloured female candidates are encouraged to apply. Candidates who applied previously are encouraged to re-apply.
<u>POST 10/100</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2349</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo Region, Polokwane
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma in Law or LLB (NQF Level 7), with a minimum of 1 years' experience in basic administration and legal procedures. Plus, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs. Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Able to think when exposed to demanding situations.
<u>DUTIES</u>	:	Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting of rights. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>NOTE</u>	:	Coloured or white male are encouraged to apply.
<u>POST 10/101</u>	:	<u>SIGN LANGUAGE INTERPRETER REF NO: DMRE/2350</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Communication with Sign Language as a major (NQF level 6) with minimum of 1 year 'experience in sign language Knowledge of: Government Protocol Practices. Government Procurement process. Financial Process. Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Computer Skills. Creativity and innovation skills. Interpersonal Skills. Analytical Skills. Organizing and Co-ordination. Facilitation and Implementation Well-developed interpersonal relationships at all levels. Problem solving and implementation.
<u>DUTIES</u>	:	Provide voice to sign and sign to voice oral translation. Prepare for daily activities/events. Responds to inquiries from clients and other staff on behalf of hearing person and persons who are deaf or have hearing impairments. Provide logistical and support services to the Directorate.
<u>ENQUIRIES</u>	:	Ms. L Ntsoko Tel No: (012) 406 7799

NOTE : Indian or White male are encouraged to apply

POST 10/102 : **OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO: DMRE/2351**

SALARY : R269 214 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF level 6), driver's licence, with minimum of 1 year experience in performing administrative duties Knowledge of: knowledge and understanding of public service policies and prescript Skills: written and verbal communication skills. Computer skills. Minute taking. Presentation and facilitation skills. Report writing skills Thinking Demands: Creativity and initiative. Decision making. Information evaluation.

DUTIES : Provide secretarial support to Senior Management. Provide administrative support to the Chief Directorate. Provide administrative support to the Audit Committee. Filing and records management. Compile staff productivity statistics and results of Client satisfaction surveys. Maintain a register of audit projects. Support the manager with the administration of the budget.

ENQUIRIES : Mr. M Mphuthi Tel No: (012) 406 7306

NOTE : Indian or White or Coloured males candidates are encouraged to apply.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 04 April 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

- POST 10/103** : **STATE ADVOCATE REF NO: RECRUIT 2023/166**
National Prosecutions Service
- SALARY** : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
- CENTRE** : CPP: Witbank (Secunda)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in prosecuting Sexual Offences, Criminal Procedure, Civil Litigation and management of Gender Based Violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

- DUTIES** : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
- ENQUIRIES APPLICATIONS** : Tebogo Mashile Tel No: 013 045 0686
: e mail Recruit2023166@npa.gov.za
- POST 10/104** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/167**
National Prosecutions Service
- SALARY** : R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)
- CENTRE REQUIREMENTS** : CPP: Port Shepstone
: An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES APPLICATIONS** : Phiywayinkosi Nhlengethwa Tel No: 031 334 5003
: email Recruit2023167@npa.gov.za
- POST 10/105** : **COURT PREPARATION OFFICER REF NO: RECRUIT 2023/168**
National Prosecutions Service
- SALARY** : R269 214 per annum (Level 07), (excluding benefits)
- CENTRE REQUIREMENTS** : CPP: Port Shepstone
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the

		Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES APPLICATIONS</u>	:	Phiwayinkosi Nhlengethwa Tel No: 031 334 5003
	:	e mail Recruit2023168@npa.gov.za
<u>POST 10/106</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2023/169</u>
		Investigating Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07), (excluding benefits)
	:	Head Office: Pretoria
	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. Valid drivers' license.
<u>DUTIES</u>	:	Provide secretarial support service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the managers' budget. Studies the relevant Public Service and the departmental Prescripts and ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail Recruit2023169@npa.gov.za
<u>POST 10/107</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/170</u>
		National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599.per annum (Level 05), (excluding benefits)
	:	CPP: Port Shepstone (Ixopo)
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication skill. General computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Ability to act with tact and discreet.
<u>DUTIES</u>	:	Provide administrative support to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Phiwayinkosi Nhlengethwa Tel No: 031 334 5003
	:	email Recruit2023170@npa.gov.za
<u>POST 10/108</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/171</u>
		Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05), (excluding benefits)
	:	Nelspruit
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for

information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.

ENQUIRIES
APPLICATIONS

: Tebogo Mashile Tel No: 013 045 0686
: e mail Recruit2023171@npa.gov.za

NATIONAL TREASURY

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

<u>APPLICATIONS</u>	:	To	apply	visit:
				https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>CLOSING DATE</u>	:			03 April 2022 at 12:00 am (Midnight)
<u>NOTE</u>	:			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 applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered. 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 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 fill the below-mentioned post 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

<u>POST 10/109</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL CONTRACTING REF NO: S100/2022</u> Division: Office of the Chief Procurement Officer (OCPO) (Re-Advertisement) Purpose: To monitor, assess and enforce compliance with policies and procedures in alignment with procurement measures pertaining to broad SCM policies, regulations and norms and standards in all spheres of Government.
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Bachelor's degree at (equivalent to an NQF level 7) in Economics or Business Economics or Supply Chain Management or Logistics Management or Purchasing Management or Business Management or Business Administration or Commerce, A Post graduate qualification in the above disciplines will be an added advantage, A minimum 5 years' experience at a senior management level (Director) obtained in a corporate or public sector Supply Chain Management environment, In-depth knowledge of PFMA, Treasury Regulations and In-depth knowledge of SCM Policies and prescribes, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include: Transversal Contract Term Management: Manage transversal and term contracts for common goods and services, Manage transversal and term contracts for critical materials and resources, Manage vendor selection, product selection, vendor management, tender processing and management, catalogue/vendor bulletin database management, management information, and quarterly Gazette publications. Supplier

performance management and reporting: Ensure management and monitoring of supplier performance, Ensure production of contract performance reports. Promote Government socio-economic objectives: Ensure development of black economic empowerment, Support Proudly SA products, local content and related policies, Support SMME development, Ensure that policies with development and transformation agenda are supported. Internal and external environment: Manage the development and review risk profiles for contracts, Ensure the enhancement of transparency and compliance with SCM processes, Manage the implement risk mitigation strategies, Ensure application of SCM business processes, Provide technical support to all spheres of government, Provide support and assistance to industry Management of Continuous improvement: Manage research conduct for best practices and new alternative solutions, Identify new opportunities for transversal contracts, Manage and share contract management knowledge and information.

ENQUIRIES

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

OFFICE OF THE CHIEF JUSTICE



- 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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- CLOSING DATE** : 04 April 2023
- NOTE** : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth .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 shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG).For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior

to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after 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 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.

ERRATUM: Kindly note that the centre for the post of Assistant Director Statistical Reporting and Analysis with Ref No: 2023/153/OCJ advertised on DPSA Circular 09 of 2023 with a closing date of 27 March 2023 is Eastern Cape Division of the High Court: Makhanda, Apologies for any inconvenience caused.

OTHER POSTS

- POST 10/110** : **LAW RESEARCHER: JUDICIAL EDUCATION AND RESEARCH REF NO: 2023/154/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate; An LLB degree or a four year recognised legal qualification; Three (3) to five (5) years’ experience working in a legal environment; A valid driver’s licence. Advantages: Working experience as a researcher in a training environment; A postgraduate qualification in Law; Experience in conducting empirical research (qualitative and quantitative). Skills and Competencies: Legal research and analytical skills; Report writing and editing skills; Project Management; Planning and organizing; Accuracy and paying attention to detail; Communication skills; Computer literacy; Excellent interpersonal skills; Ability to work under pressure, long hours and weekends; Willingness to travel.
- DUTIES** : Provide research support to SAJEI; Gather and analyse research relevant to training conducted by SAJEI; Develop and maintain research database that will contribute to the overall objectives of SAJEI; Perform tasks of allocated research projects on the annual research agenda; Track the developments in jurisprudence and amendments of legislation that have a direct bearing on judicial education and training; Conduct legal research for judicial educators on aspects of judicial education curriculum; Provide support to the Editorial Committees for the SAJEI Journal and Judicial Education Newsletter; Provide legal support to training seminars and webinars and produce training reports.
- ENQUIRIES** : Technical Related Enquiries: Dr. Sandra Govender Tel No: (010) 4932577
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 10/111** : **ADMINISTRATION CLERK: CRT REF NO: 2023/155/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Division of The High Court
: Matric certificate or equivalent qualification. A minimum of one year relevant experience. A valid Driver’s license. Skills and Competencies: Job Knowledge. Good Communication skills (verbal and written). Interpersonal relations skills. Flexibility. Team work. Planning and organization skills. Computer literacy (MS Office).
- DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrants of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and or supervisor.

ENQUIRIES

Technical Related Enquiries: Mr O Sebatso Tel No: (018) 397 7065
Hr Related Enquiries: Ms B Ontong Tel No: (018) 397 7064

POST 10/112

: **ADMINISTRATION CLERK: LEGAL REF NO 2023/156/OCJ**

SALARY

: R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: North West Division Of The High Court

REQUIREMENTS

: Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.

DUTIES

: Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar. Provide administrative support to the Regional Court President/Chief Magistrate.

ENQUIRIES

: Technical Related Enquiries: Mr O Sebatso Tel No: (018) 397 7065
Hr Related Enquiries: Ms B Ontong Tel No: (018) 397 7064

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 03 April 2023 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POST

- POST 10/113** : **AUDIT COMMITTEE MEMBERS REF NO: 13/2023 (X5 POSTS)**
Three (3) Years contract
- SALARY** : Members of the Audit Committee will be remunerated in terms of National Treasury rates.
- CENTRE** : Pretoria
- REQUIREMENTS** : A B com/ B Degree or Post graduate tertiary qualification in Accounting, Internal Auditing, Risk Management, Law, and Information and Communication Technology. A Master in Business Administration and /or professional qualification such as Chartered Accountant CA/SA, Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), and LLB. Applicants must possess extensive executive management / leadership experience in Governance, Risk Management, Internal Controls environment including Financial Management, Organisational Performance Management, Legal, ICT, HR Specialist and Information and Community Technology environments. At least 10 years' experience / exposure in serving in oversight committees. Knowledge of the Public Finance Management Act and Treasury Regulations, and other relevant legislation/policies is essential. Applicants must be a member of a recognised professional body. Applicant must be independent and knowledgeable on the status of their position as a member of the Audit Committee and must not be a political office bearer. Applicants must demonstrate high level of integrity, inquisitiveness, independent judgement, knowledge of public sector risk and control. Ability to offer new perspective. Strong leadership. Ability to promote a conducive and effective working environment / relationship among committee members, executive management, internal and external auditors. Excellent communication skills (verbal and written).
- DUTIES** : Audit Committee will be required to perform oversight responsibilities on governance, information technology governance, risk management, internal controls, legal compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Audit Committee operate as a collective and regulated by the Public Finance Management Act and Treasury Regulations and Audit Committee Charter. Audit Committee will be required to discharge its roles and responsibilities in accordance with the relevant legislation and the Audit Committee Charter. Ensure that Internal Audit Unit operates in accordance with International Standards for The Professional Practice of Internal Auditing. Build trust and confidence, promote a conducive and effective working relationship among committee members, executive management, internal and external auditors and other stakeholders.
- ENQUIRIES** : Ms S Mbeleki Tel No: (012) 312 0451

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 04 April 2023 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please note that 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. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Application must be submitted to the email addresses

specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

POST 10/114 : **CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO: 2023/113**
(36 Months Contract)

SALARY : R1 308 051 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification (NQF 7) Degree in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, experience in Real Estate Management, Asset management and State Land Administration. Five (5) years relevant experience at MMS/SMS/middle management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Valid driver's license. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : Oversee the development and maintenance of the Immovable Asset Registry related data and systems to ensure accuracy, completeness and quality of the database. Ensure that the Immovable Asset Register is in compliance with relevant prescripts and guidelines. Oversee the execution of projects required to ensure IAR is always compliant and in line with industry practise. Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Report on all projects executed. Ensure Immovable Asset Register compliance with the Concurrent Mandate on State land matters by managing the development and implementation of related prescripts, essential policies, procedures and guidelines. Promote uniformity in the management of immovable assets in line with GIAMA. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143/2043
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-06@dpw.gov.za

POST 10/115 : **DIRECTOR: IAR CONTROLLER AND REPORTING REF NO: 2023/114**
(36 Months Contract)

SALARY : R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Management, Business Administration, Asset Management or equivalent qualification. Appropriate experience in Accounting for immovable assets, financial reporting and State Land Administration. Five (5) years relevant experience at MMS/SMS/middle management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury

Regulations, Public Service Act and Regulations valid driver's license. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES

: Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks. Ensure regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Monitor and evaluate the effectiveness of IARM policies and procedures. Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the IFS and AFS. Ensure that all capital projects are correctly recorded on the IAR on a monthly basis. Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers. Manage application of the Deemed Cost Model to ensure compliance with the applicable GRAP standards. Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Manage the design and implementation of the audit remediation and improvement plans for immovable assets.

ENQUIRIES

: Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

APPLICATIONS

: All applications for this position must be submitted only via email to: Recruitment23-07@dpw.gov.za

POST 10/116

: **DIRECTOR: PHYSICAL SECURITY OPERATIONS REF NO: 2023/115**
(This is a re-advertisement, the position was previously advertised 26 February 2023 with ref no: 92. Those who applied are encouraged to re-apply)

SALARY

: R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: An undergraduate qualification (NQF 7) B Degree in Security Management, Policing, Management Sciences or related qualifications, State Security Agency (SSA) Security Managers Course. Five (5) years relevant experience at MMS/SMS/middle management level. A valid driver's license. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards (MISS). Disciplinary procedures and what constitutes unprofessional conduct. Departmental business processes. National Strategic Intelligence Act national information security policy. Risk and threat management. Safety and security management and administration, including-security auditing. Physical security measures. Contingency planning. Occupational health and safety. Personnel security. Document security. Surveillance. Information technology security. Fire regulations and fire protection and communication security (cryptography). Security vetting. Security breaches and investigations. Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Client Orientation and Customer Focus. Communication. Computer Literacy. Employee Performance Management and Development. People Management and empowerment. Organising and Planning. Policy Development. Decision Making. Problem Solving. Conflict Management. Operational Planning. Motivational. Interpersonal Relations. Personal Attributes: Tenacity, Dedication, Honesty, Exceptional level of integrity, Objectivity, Innovation, Resourceful, Adaptability, Creative, Solution Orientated, Ability to design ideas without direction, Conflict management, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hardworking, Highly motivated.

DUTIES

: Oversee the development of Physical Security strategies, policies and procedures. Manage the identification of risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such.

Ensure the development of policies and procedures related to physical security in line with applicable prescripts. Ensure development and evaluation of appropriate security measures. Monitor compliance with the physical security policies and measures. Oversee the implementation of physical security services-: Oversee the implementation of security protocols i.e. access control and others. Review reports on incidents and breaches to form proposals for improvements. Manage the planning and co-ordination of security operations for specific events. Monitor security operations within the Department and ensure sound and safe environment. Manage physical inspections (physical security audits) of property to ensure compliance with security policies and regulations. Oversee the management of outsourced physical security service providers and security contracts. Oversee security service providers rendering Physical Security service. Oversee the development of security service level agreements (SLA) and ensure implementation. Ensure compliance with the contract deliverables and obligations. Manage Directorate Physical Security Operations. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage the performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr R Muthanyi Tel No: (012) 406 1629
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-08@dpw.gov.za

POST 10/117 : **DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2023/116**

SALARY : R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification in Human Resource Development, Human Resource Management, Public Administration, Public Management, Industrial Psychology or any relevant qualification (NQF level 7) as recognized by SAQA. Five (5) years' relevant experience at a middle or senior management level (MMS/SMS) with an extensive experience in the field of Human Resource Development (HRD). Managerial experience and financial management. Extensive knowledge in training and development practices. Skills: Writing and facilitation as well as sound communication (both verbal and written), good interpersonal skills, financial and managerial skills, co-ordination skills, excellent computer skills in MS Excel, PowerPoint and MS Word and valid driver's license. Job Knowledge: Extensive knowledge of the ETD environment including the SAQA, NQF Frameworks and SETA's. Knowledge of National Skills Development Strategies and standards as well as practices. Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD. Programme and project management. Knowledge of Performance Management System (PMDS) and Bursary administration. Competencies required: Innovative, strategic and creative thinking, ability to communicate at all levels, people orientated, ability to perform under pressure.

DUTIES : Manage the development and implementation of human resources development policies, strategies and procedures. Provide leadership in HRD matters. Manage and ensure implementation of skills development and career management in the Department. Ensure efficiency in management and administration of training matters. Manage the facilitation of Compulsory Induction Programme (CIP), Orientation programme, Recognition of Prior Learning (RPL) and Adult Education and Training (ABET). Manage conducting of skills Audit within the Department. Manage the performance management and development systems, and bursary programme in the Department. Manage budget of the directorate.

ENQUIRIES : Mr. JJ Nkwanyana Tel No: (012) 406 1678
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-09@dpw.gov.za

OTHER POSTS

- POST 10/118** : **ASSISTANT DIRECTOR: PROPERTY DISPOSALS REF NO: 2023/117**
- SALARY** : R491 403 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate Management/ Law Degree or related field. Relevant work experience in property or immovable asset management preferably in disposals of immovable assets. Knowledge: State Land Disposal Act, Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and Project Planning, Reporting procedures, GIAMA, Disposal Act, BBBEE and Treasury Regulations. SKILLS: Report writing skills, Accounts and numeric skills, Analytical thinking skills, Communication skills, Interpersonal skills, Problem solving skills, Organising and planning skills. Ability to work under pressure. Willingness to travel. A valid driver's license.
- DUTIES** : Co-ordinate the disposal process of fixed assets for land reform objectives; Restitution, Distribution and Human Settlements Development. Participate in the liaison process with the Department of Rural Development and Land Reform on Verification of ownership status of identified vacant surplus land parcels to be released. Ensure compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. General supervision of employees. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Contribute towards enhancing effective and efficient State property management; conveyancing and transfer documentation. Undertake research on current best practices in relation to property management. Communicate with UCA and REIRS to update relevant asset registers in respect of the property status. Provide reports on the co-ordination and facilitation of the conveyancing processes. Assist in preparation of investment analysis and valuations requests to REIS in Head Office. Conduct site inspections to determine the status or conditions of properties. Assist with compilation and presentation of budget review report on land disposal and managing recovery of state funds. Provide relevant reports in relation to disposal, land release and conveyancing processes.
- ENQUIRIES** : Ms F Khoza Tel No: (011) 713 6079
APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.
- FOR ATTENTION** : Mr M Mudau
- POST 10/119** : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/118**
(Applicants who previously applied are encouraged to re-apply)
- SALARY** : R491 403 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education, Behavioural Sciences. An appropriate relevant experience in Training and Skills Development Coordination field. Knowledge: candidate must have a knowledge of Human Resource Development, Training and Skills Development, Training Coordination, Training facilitation, Social facilitation, Structure and functioning of the EPWP and sectors, Contract Management, Supply Chain Management, Procurement procedures. Skills: Computer Literacy, Planning and Organizing, Problem Solving, Training and presentation skills, Interpersonal skills, Team Building, Decision making, Communication skills, Report writing, Group cohesion, Social facilitation, Research Skills, Financial Management, Negotiation, Project Management, Facilitation Skills, Dispute resolution. Ability to work independently, ability to work under stressful situations, ability to communicate at all levels, highly motivated, trustworthy, punctuality, assertive and hard-working. Candidate must be prepared to travel extensively working long hours. A valid driver's license is compulsory.
- DUTIES** : Coordinate the training for EPWP participants, not limited to DPWI sourced funding:- Assist with completion and verification of training applications from sectors and public bodies across all spheres of government. Present the

training applications to the EPWP Approval Training Committee for approval. Coordinate the logistical meetings in preparation for the training. Monitor the implementation of the training and give feedback on training areas that need to be improved. Support Public Bodies with technical assistance on their training interventions, not limited to DPWI sourced funding. Support Training Providers with compliance to audit requirements and implement resolutions of audits related to the EPWP training in the province. Collect and capture data for reporting training interventions, (not limited to DPWI sourced funding)-: Collect Portfolio of Evidence required for reporting training. Capture training data on the EPWP Reporting System. Compile training reports. Facilitate as a trainer on EPWP training interventions-: Provide support in the process of developing and maintaining training programs. Ensure that venues are conducive for training and ensure that all strategic aids are available. Provide training for EPWP training interventions e.g. EPWP Learning Programme, Financial Sector Conduct Authority and others. Coordinate capacity building workshops for EPWP Officials in the province. Manage the administrative related functions-: Facilitate EPWP training related meetings in the province and ensure provision of secretariat function to the meetings. Ensure good record management. Respond to queries with regard to EPWP training. Provide support in the management of the budget for the sub-directorate.

**ENQUIRIES
APPLICATIONS**

: Ms. B. Nkasela Tel No: (021) 402 2080
 : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. People with disabilities are encouraged to apply

FOR ATTENTION

: Ms. C Rossouw

POST 10/120

: **SENIOR ADMINISTRATION OFFICER: ACQUISITION: INFRASTRUCTURE
REF NO: 2023/119**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES

: Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on

BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mr. Mr. V Baliso Tel No: (012) 406 1540
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 10/121 : **CHIEF HORTICULTURIST REF NO: 2023/120**

SALARY : R331 188 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Horticulture or equivalent qualification and relevant experience; Knowledge of departmental guidelines and policies; A valid driver's license; Appropriate supervisory experience; Computer literacy; Good communication, reporting and interpersonal skills; Knowledge of pest control management and irrigation installation will be an added advantage.

DUTIES : Plan and develop horticultural activities (landscaping, gardening and plot plant maintenance, floral arrangements, special events), Supervise contractors, Maintain and control equipment and stock, procure goods and services, Conduct site meetings, as well as develop progress reports and authorize invoices, Assist on training developmental plan/strategies on departmental staff and contractors, Carry out general office administration.

ENQUIRIES : Mr. L. Mntanywa Tel No: (018) 386 2311
APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 10/122 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2023/121**
 (36 Months Contract)

SALARY : R331 188 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Management Services, Operations Management, Industrial Psychology or equivalent qualification. Relevant experience in Organisational development. Knowledge: Public Service Regulations and prescripts; Organisational Design principles; Job evaluation processes and procedures; job evaluation system. Skills: Interpersonal skills; Report writing; Basic problem solving skills; Computer literacy.

DUTIES : Conduct job evaluations in the Department; Develop, review and advice on job descriptions and specifications; develop and maintain the departmental organisational structure and post establishment in line with the strategic plan; Compile work study, investigations report based on findings and recommendations; Provide advice on organisational design, job evaluation procedures and policies; Undertake general work study administrative functions and Maintain a good filing system.

ENQUIRIES : Ms H Kgaditse Tel No: (012) 406 2033
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 10/123 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES RECRUITMENT**
REF NO: 2023/122 (X4 POSTS)

SALARY : R269 214 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Human Resource Management, Human Resources Administration, Management Science, Behavioural Science and/or Social Science. Appropriate relevant experience in Human Resource Recruitment. Willing to adapt work schedule in accordance with office requirements. Knowledge: Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management and Project management. Skills: Numeracy, Interpersonal and diplomacy skills, Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation, Analytical thinking, Problem solving skills, Communication and report writing abilities. Personal Attributes: Creative, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Punctuality, Assertive, Hard-working, Self-motivated and Ability to work independently.

DUTIES : Administer the advertisement of positions process: Facilitate the completion of staff requisition forms by the relevant units. Scrutinise the information on the staff requisitions to ensure all is in order for advertisement. Assist line manager with the drafting of advertisements. Obtain quotes for placement of advertisements. Request approval of adverts. Verify placed adverts in order to identify errors. Administer the selection process and appointments: Receive applications and create a list of applicants' profiles. Organise and participate in the shortlisting of candidates. Invite and organise logistics for short listed candidates. Represent human resource in interviews of short listed applicants. Verify certificates and qualifications for the recommended candidates and do the reference checking. Draft the submission and appointment letters for recommended candidates. Draft submissions for contract creations and appointments. Prepare necessary documentation to be completed by the appointed candidate. Liaise with relevant units for the administration of the appointments in the PERSAL system. Facilitate internal employee transfers: Receive and analyse the requests for transfers. Verify the employee transfer related information and required documentation. Liaise with the relevant units to verify the vacancy and salary level of the identified positions. Draft a submission for the approval of the delegated authority. Ensure that the transfers are carried out in accordance with the applicable procedure and processes. Inform the applicant in writing and the units of the outcome for further processing. Respond to queries about the transfer process and provide assistance as required. Assist with personnel planning requirements: Keep abreast of latest developments in applicable prescripts. Participate in the process of gathering information and requirements for Head office or the regional office. Participate in the consolidation process as directed. Provide advice to line managers with regards employment equity plan. Render general supervision and ensure good record management of recruitment information: Assist with training and development of subordinates. Quality assure work performed by subordinates. Ensure that performance appraisal of subordinate are carried-out. Ensure safe keeping of all the staff requisitions and application documents in line with the applicable. Keep updated records on all recruitment activities. Assist with preparation and consolidation of reports on human resources recruitment issues. Liaise with all the relevant stakeholders as required and assist with audit queries.

ENQUIRIES : Ms MM Magane Tel No: (012) 406 1552
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 10/124 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/123**

SALARY : R269 214 per annum
CENTRE : Port Elizabeth Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Internal Auditing/Financial Management or equivalent. Relevant experience in Supply chain management. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours. Valid driver's licence, Ability to adapt in accordance to office requirements.
<u>DUTIES</u>	:	Manage the irregular, fruitless and wasteful expenditure Investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the delegated authority. Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC). Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure. Perform pre-audit and post-audit duties.
<u>ENQUIRIES</u>	:	Mr. M Tshangana Tel No: (041) 408 2097
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms S Mafanya
<u>POST 10/125</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITION (SUPPLY CHAIN MANAGEMENT) REF NO: 2023/124</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/Public Administration/ Public Management. Relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
<u>DUTIES</u>	:	Execute, facilitate, support, and performance manage the following SCM functions, Compile bid documents in line with standard bid document requirement. Check the tender documentation to confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the terms of reference. Submit the draft tender advert template for verification. Submit advert for placement in the tender bulletin and website for the required time period. Assist in monitoring validities of closed tenders. Arrange and attend bid specification committee. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Assists in scoring of all responsive bids. Liaise with bidder on administrative issues relating to bid submitted. Verify original tax clearance certificate. Verify the prohibition status of the recommended Company and its Directors with National Treasury. Check Company's Status on CIPRO website (trading status and ownership). Arrange bid committee meetings (bid adjudication/evaluation/sub-bid) and necessary

logistics. Prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Compile meeting minutes. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Communicate queries on submissions discussed by Regional bid Adjudication committee. Distribute adjudicated submissions to relevant units. Maintain good record keeping of all minutes, approved submissions and other relevant documentation. Perform quality control on the work delivered by SCM clerks. Provide information on audit queries. Compile letters for the approval of the delegated authority to communicate of the outcome of the BAC or with successful and unsuccessful bidders in line with the established policy. Attend to queries related to acquisition management. Ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to All Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

- ENQUIRIES** : Mr. M Mnyaka Tel No: (051) 408 7369
- APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300.
- FOR ATTENTION** : Mr D Manus
- POST 10/126** : **ADMINISTRATION CLERK: ORGANISATIONAL DEVELOPMENT REF NO: 2023/125 (X2 POSTS)**
(36 Months Contract)
- SALARY** : R181 599 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A Grade 12 or equivalent qualification. Experience in administration support within Organisational Development environment will be an added advantage. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Computer literacy; Relevant legislations; Basic financial administration, Skills: Advanced communication (verbal and written); Sound organisational skill; Ability to communicate well with people at deferent levels; Interpersonal skills; Office administration and Planning and organising.
- DUTIES** : Provide administration services and manage correspondence and data. Maintain database, update registers and statistics. Handle routine enquiries. 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 basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Facilitate procurement of goods and services. Maintain a leave register and personnel records. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms H Kgaditse Tel No: (012) 406 2033
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 03 April 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 10/127** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT & TRANSFORMATION**
"REF NO: ASD CMT"
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Public Administration or Management / Development Studies/ Social Sciences/ Human Resource Management / Industrial Psychology or relevant equivalent qualification as recognised by SAQA. Minimum of 3-5 years' relevant experience in Change Management / Transformation / Diversity Management/ Gender Mainstreaming / Disability Management/. Knowledge of Change Management principles and methodologies, Employment Equity Act. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Analytical and problem-solving, Change Management, Stakeholder Management, Planning and Organising skills.
- DUTIES** : Provide change management support services inclusive but not limited to: (assist in the development of policies, strategies, implementation plans and reports on change management, and transformation / diversity programmes, implement change management framework, strategy, and interventions in the department, Conduct individual and organisational climate and culture surveys). Facilitate coordination and implementation of Employment Equity plan and diversity management programmes. Coordinate and consolidate development of Job Access Strategic Framework (JASF) and Gender Equality Strategic Framework (GESF) plans and reports and submit to DPSA for compliance. Plan and organise events, programmes and initiated projects i.e. International Women's Day, Women's month and Public Service Women Management Week (PSWMW) and submit report to DPSA for compliance. Coordinate transformation related meetings and provide administrative and secretariat support. Communicate with stakeholders, clients, management &

- colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD CMT"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 10/128** : **ASSISTANT DIRECTOR: KNOWLEDGE, RECORDS & INFORMATION MANAGEMENT "REF NO: ASD KR&IM"**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Information Management / Records Management / Information Science / Library as recognised by SAQA. 3-5 years' relevant experience in Information and Knowledge Management / Records Management related field. Basic Records Management Course. National Archive Certificate will be an added advantage. Extensive knowledge of records management legislation, standard guidelines and processes, PFMA & Treasury regulations. Ability to interpret and implement policies, directives, and related prescripts in Information Management. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Problem-solving, Planning and Organising skills and Record keeping and Information Management (electronic & paper based).
- DUTIES** : Assist in management of departmental records in line with Minimum Information Security Standards (MISS) and National Archives Act inclusive of but not limited to: (Ensure that documents are filed and retrieved according to the approved Departmental File Plan. Conduct records management audit, develop registry services standards, Manage the disposal of records in line with National Archives Act, Store, arrange, index and classify electronic and manual records of the Department, Monitor and track utilisation of files from registry). Maintain Departmental Records Management Policy, Procedure Manual and File Plan. Manage postal services for DSBD. Manage performance, conduct and discipline of supervisees, allocate duties and quality control work delivered by supervisees. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD KR&IM"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 10/129** : **SECURITY OFFICER "REF NO: SO" (X12 POSTS)**
(12 Months Contract)
- SALARY** : R128 166 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Basic Security Officer's course/ Basic Education and Training (NQF level 3)/ Valid PSIRA Certificate. Added advantage: Matric and Valid Grade C PSIRA Certificate. Knowledge of the access control procedures, measures for the control and movement of equipment and Stores. Knowledge of prescribed security procedures (e.g., MISS, Access Control Act, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Have Competencies: Communication (Written and Verbal), Good telephone Etiquette and Interpersonal skills, Attention to detail, Customer Service, Surveillance Skills and Honesty & integrity. Be willing to work shifts and extended hours.

- DUTIES** : Perform access control inclusive but not limited to: (Complete or ensure that the admission control register is controlled and issue control documents/ cards as required escort visitors to the relevant employee/venues where required, Identify suspicious conduct and follow up on incidents, etc). Undertake building/premises patrol to identify and check suspicious objects and packages. Monitor and respond to alarm system, Inspect vehicles entering and leaving the premises to ensure that no equipment, stores and assets of the department leave the building/ premises unauthorized. Handle documents at point of entry according to classification and the prescripts and record all incidents in the occurrence book/registers. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency and services department management Operate control room security equipment's inclusive of but not limited to: (monitoring of all movements, events, and activities within the department's premises using CCTV equipment's, monitoring of all access points for effective access control etc).
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: SO"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 10/130** : **SECURITY OFFICER: SUPERVISOR "REF NO: SOS" (X2 POSTS)**
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Pretoria
: NQF level 4 or 5 (A grade 12 certificate or equivalent). Security certificate (A minimum of 1 year of study) Valid Grade B PSIRA Certificate. 3 years security experience - Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, Access Control Act, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Have Competencies: Communication (Written and Verbal), Good telephone Etiquette and Interpersonal skills, Attention to detail, Customer Service and Honesty & integrity and Surveillance Skills. Be willing to work shifts and extended hours.
- DUTIES** : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies inclusive of but limited to: (Allocating of duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, Monitoring of access control to prevent unauthorised entry in buildings and other premises, Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.). Provide security related services by administering key control system, identifying risks and threats to the security of the department, reporting faulty equipment/systems and conducting preliminary incident investigations and submit reports. Report all incidents and any identified non-compliance relating to security prescripts. Supervise, advice and lead supervisees in all aspects of the work.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: SOS"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 10/131** : **ADMINISTRATION CLERK REF NO: TMS 52/2023 (X1 POST)**
Office of the Divisional Commissioner: Technology Management Services
Division: Technology Management Services
Appointment Act: Public Service Act, 1994 (Act 103 of 1994)
- SALARY** : R181 599 per annum (Level 05)
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on NQF level 4. A three (3) Diploma / Degree recorded on the National Learner Record Database (NLRD) on NQF level 6 or higher in the field of post will serve as an added advantage. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work under pressure and extended hours.
- DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner. Assist with secretarial and administrative support functions. Assist to manage the diary, receive and host visitors of the Divisional Commissioner. Arrange travelling and subsistence allowance for the Divisional Commissioner.
- ENQUIRIES** : Lt Colonel Xoko / Warrant Officer Mashike / Personnel Officer Nkadimeng Tel No: 012 432 7709/ 7438/ 7964.
- APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Technology Management Services, South African Police Service, Private Bag X22, Hatfield, 0028. Hand Delivery: Office No. PPS 138/143, Tulbach Park Building, Cnr. Stanza Bopape (Church) and Jan Shoba, (Duncan) Streets, Hatfield, Pretoria.
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that

your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

- CLOSING DATE** : 03 April 2023 at 15:30
- POST 10/132** : **DRIVER / MESSENGER REF NO: MIN 2/2023 (X2 POSTS)**
Appointment Act: Public Service Act, 1994 (Act 103 of 1994)
- SALARY** : R128 166 per annum (Level 03)
CENTRE : Office of the Ministry of Police
REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be in possession of a Grade 12 qualification or National Certificate (Vocational) recorded on the National Learners' Records Database (NLRD) on NQF Level 4; Must have basic literacy, numeracy and communication skills; Be proficient in at least two official languages, of which one must be English; Not declared unfit to possess a fire-arm. Be in possession of at least a valid light motor vehicle drivers' license; Be a South African Citizen; Must not have a criminal record or pending criminal /departmental cases; Applicants will be subjected to a vetting process, which will include security screening and fingerprint verification; Relevant courses in the field of the post may be an advantage; *Be able to work under pressure as well as extended hours.
- DUTIES** : Perform driver duties in the Ministry of Police; Maintain and ensure cleanliness of vehicles; Detect and report defects on vehicles; Render messenger services to the Ministry of Police; General administration duties allocated to the post, including making of photocopies and shredding of documents; Complete vehicle logbook and submit monthly returns; Deliver/collect mail, documents and parcels, and ensure acknowledgement of receipt.
- ENQUIRIES** : can be directed to Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala /SPO KK Mashiloane Tel No: (012) 397 7256 / 7240
- APPLICATIONS** : Hand delivered applications may only be submitted at 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Applications must be deposited into the box available at the reception area. Applications submitted by post must be addressed to: The Section Head: Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001
- FOR ATTENTION NOTE** : Lt Col JL Shandu / Capt SJ Matlopela)
: Only the official application form (Levels1-12) (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. Only a comprehensive Curriculum Vitae must be submitted together with the application form. Applicants are not required to submit copies of qualifications and other relevant documents. Only shortlisted candidates will be requested to submit certified copies of all educational qualifications, drivers' licence, identity document and proof of relevant experience in the field of the post during the interview process. Qualifications and drivers' licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants. Appointments will be made in terms of the Public Service Act, 1994. Applications must be submitted / posted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him/her to undergo a personal interview. Reference checking and fingerprint screening will be conducted on all shortlisted candidates. Correspondence will be conducted with successful candidates only. If an applicant has not been contacted within 3 months after the closing date of this advertisement, it should be accepted that his/her application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained, free of charge, from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.
- CLOSING DATE** : 03 April 2023 at 16:00

POST 10/133 : **MESSENGER REF NO: TMS 53/2023 (X1 POST)**
Office of the Divisional Commissioner: Technology Management Services
Division: Technology Management Services
Appointment Act: Public Service Act, 1994 (Act 103 of 1994)

SALARY : R107 196 per annum (Level 02)
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Degree / Diploma in the field of post will serve as an added advantage. Competency in MS Word, Excel and PowerPoint will serve as an advantage. Be willing to work under pressure and extended hours.

DUTIES : Keep register of documentations received and delivered properly on a daily basis. Make photocopies of documents collected and delivered on a daily basis. Fetch and deliver post. Keep record of circulars received and posted. Maintain confidentiality when dealing with all types of information.

ENQUIRIES : Lt Colonel Xoko / Warrant Officer Mashike / Personnel Officer Nkadimeng Tel No: 012 432 7709/ 7438/ 7964.

APPLICATIONS : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Technology Management Services, South African Police Service, Private Bag X22, Hatfield, 0028. Hand Delivery: Office No. PPS 138/143, Tulbach Park Building, Cnr. Stanza Bopape (Church) and Jan Shoba, (Duncan) Streets, Hatfield, Pretoria.

NOTE : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

CLOSING DATE : 03 April 2023 at 15:30

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 03 April 2023 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 10/134** : **ASSISTANT DIRECTOR: ADVOCACY, AWARENESS AND FACILITATION PROGRAMMES REF NO: DT 03/2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), excluding service benefits
: Pretoria
: A SAQA recognised relevant Degree or National Diploma in Tourism Management/ Social Studies. 3-5 years' working experience relevant environment. Knowledge and understanding of the tourism sector. Understanding of the SETA landscape. Knowledge of Human Resource Development and the Skills Development Act. Knowledge of the Tourism Act, Public Service and departmental procedures and prescripts related to HRD and Tourism. Programme and Project Management skills. People Management and Presentation Skills. Sound organising and planning skills. Coordination and Facilitation skills. Good communication, problem solving and writing skills.
- DUTIES** : The successful candidate will assist in creating awareness and advocacy on skills development initiatives for the tourism sector; monitoring the creation of a work- readiness programme for the unemployed in collaboration with relevant stakeholders; ensuring the establishment of relevant structures and bodies that would enhance synergy amongst the activities of role players and address pertinent issues affecting industry course; building capacity for the sector and local government communities and the promotion of tourism culture, coordinate the implementation of stakeholder engagements and enhancing awareness of the tourism industry amongst learners, students and unemployed youth; conducting education and skills training programmes targeting learners, Educators, Civil society and community representatives; Assist in the implementation of Foreign education and training awareness initiatives; Ensure that there is establishment, participation and monitoring of working groups or task teams to create synergy on the implementation of skills programmes; Implement and drive interventions that raise awareness on of the socio-economic benefits of domestic tourism; facilitating engagement sessions with industry on skills development initiatives and any other related matters; maintain strategic partnerships that supports awareness and education within the sector; assisting in the identification of relevant sector Departments for collaboration in support of Social Tourism, coordinating the participation of the partners in various stakeholder engagements platforms. monitoring and evaluating the implementation of Domestic Tourism Growth Strategy to track

and advice on the implications; coordinating continuous reporting on the progress of Social Tourism Growth Programme; identifying implementation mechanisms of tourism sector strategies; providing inputs in drafting a stakeholder consultation framework with regard to Social Tourism Development Intervention.

ENQUIRIES : Ms MP Jones Tel No: 012 444 6574
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

POST 10/135 : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS**
REF NO: DT 04/2023

SALARY : R491 403 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Bachelor's Degree or National Diploma in Public Administration, Tourism or related field. 3-5 years' working experience in a strategy/policy development environment. Knowledge of the PFMA and other relevant Acts/ legislation. Understanding of Policy and Strategy Development process. Understanding of Public Service Systems. Knowledge of project management, stakeholder management and management of human resources. Strategic leadership, planning and execution. Policy Analysis and Research. Financial Management and Communication. Good report writing skills. Problem solving and conflict resolution skills. A valid code B driver's licence.

DUTIES : The successful candidate will be responsible for analysing and sourcing tourism policy related information to inform the development and review of policy and regulatory framework; identifying misalignment between tourism policy and policies from other sectors and highlight implications to tourism; assisting in the provision of draft policy positions on other sectoral policy frameworks with impact to tourism; analysing global and national policy developments with impact on tourism; generating draft policy documents; identifying relevant stakeholders to conduct policy advocacy and ensure alignment; planning and facilitating the rolling out of policy advocacy; generating reports on policy advocacy; apply project management approach in preparations for meetings, workshops, seminars, conferences and provide secretarial services; ensuring timely preparations and consolidation and distribution of minutes and other relevant documents; engage in policy discourses. perform other administrative and secretariat tasks and duties as assigned.

ENQUIRIES : Ms S Bopape Tel No: 012 444 6304
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

POST 10/136 : **ASSISTANT DIRECTOR: STRATEGY DEVELOPMENT REF NO: DT**
05//2023

SALARY : R491 403 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised relevant three-year National Diploma/ B Degree in Tourism/ Development Studies/ Policy Studies/ Public Administration or related field. 3-5years working experience in a Strategy/ Policy development environment. Understanding of Policy and Strategy Development Processes. Understanding of the PFMA & other relevant Acts/Legislation. Project Management, Stakeholder management and Management of Human Resources. Strategic Leadership, Planning and Execution. Policy Analysis and Research. Financial Management. Communication skills. Good report writing skills. Problem solving and conflict resolution skills. A valid code B drivers' licence.

DUTIES : The successful candidate will be responsible for supporting the tracking of national strategies from other sectors with impact to tourism; assisting in analysing national strategies from other sectors with impact to tourism and generating tourism positions. scanning of the environment to inform the development of national tourism sector strategies; coordinating stakeholder consultations on the development of national strategies; assisting in awareness creation on national tourism sector strategies; establishment and coordination of implementation, monitoring and reporting mechanisms for national tourism sector strategies; facilitating the alignment of national,

provincial and local government tourism sector strategies and implementation of national tourism sector strategies; coordinating the development of sector strategies implementation plans in line with the Departmental Monitoring and Evaluation Framework and Guidelines; coordinating the development of monitoring and evaluation reports and improvement plans; participating in various stakeholder platforms to track developments and gather information for reporting on the implementation of tourism sector strategies; generating progress reports on the implementation of national tourism sector strategies.

ENQUIRIES : Ms B Peege Tel No: 012 444 6612
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

POST 10/137 : **ASSISTANT DIRECTOR: TOURISM VISITOR INFORMATION SERVICES**
REF NO: DT 06/2023

SALARY : R491 403 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised relevant Degree/ National Diploma in Travel and Tourism/ Tourism Management. 3-5 years' working experience in visitor services and projects implementation/ project management. Knowledge and skills in financial management and budgeting. Ability to manage projects independently. Ability to formulate sound policies through analytical and innovative thinking. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills (written & spoken). Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Research and project management skills. Strategic thinking and problem solving.

DUTIES : The successful candidate will be responsible for the provisioning of Tourist Information Services; capturing, analysing and reporting on Visitor Statistics and visitor services; developing and managing of Visitor Information Centre (VIC) database; developing centralised tourism information database, VIC branding, capacity-building for VIC operations; promoting of responsible tourism and universal accessibility for VICs; co-ordinating provincial stakeholder database of tourist information; quality assurance of visitor statistics; reporting on visitor statistics on a monthly basis or as may be required on ad hoc basis, following up on trends.

ENQUIRIES : Ms M Sesele Tel No: 012 444 6438
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, Asian Male and White Male Candidates

POST 10/138 : **RECEPTIONIST REF NO: DT 07/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF 4/ Grade 12 qualification. Minimum of 2 years' working experience in reception and customer service. Knowledge of security policies and prescripts. Computer literacy and must be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication, interpersonal relations and conflict management skills. Ability to promote Batho Pele principles. Ability to work individually and in a team.

DUTIES : The successful candidate will be responsible for greeting, identifying and directing visitors and arrange for escort; verifying identification of incoming visitors; issuing visitors cards; maintaining visitor logs and related documents; recording incoming and outgoing mail; compiling visitor statistics; ensuring that all security equipment at reception is operational and report defects to maintenance unit/ Chief Security Officer; directing visitors to relevant information desk; referring visitors to relevant officials for assistance; screening visitors prior to referral.

ENQUIRIES : Mr R Benadie Tel No: 012 444 6144
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 07 April 2023
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From ss1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 10/139** : **ASSISTANT DIRECTOR: ANTHROPOLOGICAL & GENEALOGICAL SERVICES RESEARCHER REF NO: 2023/07**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Anthropology/ History/ Political Science or Public Policy or any other relevant Social Science qualification NQF level 7 plus 3 years relevant experience in anthropological/historical/genealogical/policy research. A valid driver's licence. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological research skills; Knowledge of traditional leadership and it's institutions; Report writing and presentation skills and proficiency in MS EXCEL, Powerpoint and MS Word.
- DUTIES** : The successful candidate will perform the following duties: Conduct anthropological, genealogical, historical and policy research for the traditional affairs sector. Support the documentation of customary laws of succession and genealogies for Traditional and Khoi-San leadership. Gather and maintain a database of research conducted in respect of the institution of traditional and Khoi-San leadership. Provide support in the development and implementation of the Traditional Affairs Research Agenda. Write research reports, presentations and/or short study-briefs for non-research audiences. Facilitate implementation of research recommendations.
- ENQUIRIES** : Ms W Khuzwayo Tel No: (012) 336 5835

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** : 06 April 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. 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 a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services 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, 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.

OTHER POSTS

- POST 10/140** : **SENIOR LEGAL ADMINISTRATION OFFICER(MR-6) REF NO: DOT/HRM/2023/12**
Branch: Administration Corporate Services
Chief Directorate: Legal Services
Directorate: Corporate Legal
Sub-directorate: Corporate Legal
- SALARY** : R495 354 – R1 192 677 per annum, (Salary will be determined in accordance with OSD requirements)
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development with 8 years appropriate post qualification legal experience. 8 years post qualification at supervisory experience. Experience in drafting and editing legislations. Knowledge and Skills: Knowledge of South African Law, Interpretation of Act and Regulations, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts. Communication: verbal and written communication, English above average. Computer literate. Governance related to information. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Provide legal advice / opinions: Research the relevant law, draft legal opinions and provide legal advice, provide legal support in corporate documents in

accordance with the law, provide legal support on debts and losses in accordance with the law and sit in appropriate forums discussing debts and losses. Draft / Vet contracts and other legal documents. Provide correct assistance with the coordination of litigation. Perform ad-hoc Ministerial and Director-General tasks. Manage the resources of the sub-directorate: assist with compiling of budget of the directorate, manage assets, provide guidance to staff, ensure performance management of staff and assist with compiling the strategic and annual reports of the sub-directorate.

ENQUIRIES : Mr Sifiso Simelane Tel No: (012) 309 3414

POST 10/141 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): LEGISLATION REF NO: DOT/HRM/2023/13**
 Branch: Administration Corporate Services
 Chief Directorate: Legal Services
 Directorate: Legislation
 Sub-directorate: Aviation and Rail Legislation

SALARY : R495 354 – R1 192 677 per annum (Salary will be determined in accordance with OSD requirements)

CENTRE : Pretoria

REQUIREMENTS : An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development with 8 years appropriate post qualification legal experience. 8 years post qualification at supervisory experience. Experience in drafting and editing legislations Drivers licence required. Knowledge and Skills: Knowledge of South African Law, Interpretation of Act and Regulations, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts. Communication: verbal and written communication, English above average. Computer literate. Governance related to information. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus.

DUTIES : Review regulations and legislations pertaining to Aviation and Rail. Scrutinise and edit international agreement pertaining to Aviation and Rail matters. Provide legal opinion: Ensure proper formulation of problem statement, determine factual situation, determine and research applicable legislation, case law and legal textbook on relevant aspects, apply law to the facts and formulate opinion, draw a conclusion and make specific recommendations. Manage the sub-directorate: provide assistance with the compilation of the budget, annual report and strategic documents, provide guidance and training to staff, manage the distribution of work and monitor progress, manage the development work plans and performance agreements, manage the assets of the sub-directorate.

ENQUIRIES : Mr Sello Mokubiyane Tel No: (012) 309 3540

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <https://erecruitment.ecotp.gov.za>, OR email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za. The e-Recruitment System closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile; send an email with your ID Number, your profile email address and the details of the issue to: recruitment@ecotp.gov.za. Applications received after closing date will not be considered. no faxed, no hand delivered applications will be accepted.
- CLOSING DATE** : 03 April 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. APPLICANTS are urged to submit their applications as instructed.

MANGEMENT ECHELON

<u>POST 10/142</u>	:	<u>DIRECTOR: PERFORMANCE MONITORING AND REPORTING (ED CLUSTER) REF NO: OTP 01/03/2023</u> (Re-Advertisement)
<u>SALARY</u>	:	R1 105 383 – R1 302 102 per annum (Level 13)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Economics /Development Economics/ Development Studies. An additional qualification in Monitoring and Evaluation/Public Administration/ Public Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in the performance monitoring in an economic development environment in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.
<u>DUTIES</u>	:	Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and explain to relevant in provincial departments. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDPs) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility.
<u>ENQUIRIES</u>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries, email to: recruitment@ecotp.gov.za

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

APPLICATIONS

: Applications are submitted via the e-recruitment system accessible at: www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: e-recruitment-bhisho@ecdpw.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: e-recruitment-bhisho@ecdpw.gov.za and not as specified, your application will be regarded as lost and will not be considered. Applicants are urged to submit their applications as instructed. Refer all applications related enquiries to the specified contact person.

FOR ATTENTION CLOSING DATE NOTE

: Mr M.D. Kwaza

: 03 April 2023

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DPWI Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to submit their applications as instructed.

**INTERNSHIP PROGRAMME (248 OPPORTUNITIES)
OVER A PERIOD OF TWO FINANCIAL YEARS i.e. 2023/24-2024/25 i.e. TWO YEARS/ 24 MONTHS**

OTHER POSTS

- POST 10/143** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 01/03/2023 (X13 POSTS)**
Chief Directorate Corporate Management
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Head Office Bhisho
National Diploma/ Degree/N6 Certificate in Human Resource Management/ Management of Training/ Public Administration/ Labour Relations/ Industrial Psychology/ Occupational Health and Safety/ Social Work.
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/144** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 02/03/2023 (X5 POSTS)**
Chief Directorate: Financial Management
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Head Office Bhisho
National Diploma/Degree/N6 in Financial Management/ Economics/ Cost and Management Accounting/Business Management
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/145** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 03/03/2023 (X5 POSTS)**
Directorate: Supply Chain Management
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Head Office Bhisho
National Diploma/Degree/N6 in Supply Chain Management/ Public Management/ Logistics/ Business Management/ Business Administration
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/146** : **MUNICIPAL FINANCE INTERNSHIP PROGRAMME REF NO: DPWI/INT 04/03/2023 (X2 POSTS)**
Chief Directorate: Immovable Asset Management
- STIPEND** : R6 360.20 per month
- CENTRE REQUIREMENTS** : Head Office Bhisho
National Diploma/Degree in Local Government Finance/ Municipal Finance
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/147** : **LEGAL SERVICES INTERNSHIP PROGRAMME REF NO: DPWI/INT 05/03/2023 (X1 POST)**
Directorate: Legal Services
- STIPEND** : R6 360.20 per month
- CENTRE REQUIREMENTS** : Head Office Bhisho
Degree: LLB/ Bcom Law
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system

<u>POST 10/148</u>	:	<u>INTERNAL AUDIT INTERNSHIP PROGRAMME REF NO: DPWI/INT 06/03/2023 (X2 POSTS)</u> Directorate: Internal Audit
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE</u>	:	Head Office Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Internal Auditing
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/149</u>	:	<u>RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT INTERNSHIP PROGRAMME REF NO: DPWI/INT 07/03/2023 (X2 POSTS)</u> Directorate: Risk, Anti-Corruption and Integrity Management
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE</u>	:	Head Office Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Internal Auditing/Risk Management/Forensic Auditing/ Bcom General/Bcom Law
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/150</u>	:	<u>STRATEGY & SYSTEMS INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 08/03/2023 (X3 POSTS)</u> Chief Directorate: Strategy & Systems
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE</u>	:	Head Office Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree/N6 in Public Administration/ Public Management/ Monitoring and Evaluation/ Office Administration
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/151</u>	:	<u>COMMUNICATION SERVICES INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 09/03/2023 (X4 POSTS)</u> Directorate: Communication Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE</u>	:	Head Office Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree/N6 in Communications/ Journalism/ Public Relations/ Marketing/Graphic Design/Visual or Communication Design
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/152</u>	:	<u>INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 10/03/2023 (X2 POSTS)</u> Directorate: Information Management Systems & Technology
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE</u>	:	Head Office Bhisho
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Information Systems/ Computer Science.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/153</u>	:	<u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 11/03/2023 (X9 POSTS)</u> Chief Directorate: Expanded Public Works Programme
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students

<u>CENTRE REQUIREMENTS</u>	:	Head Office Bhisho
	:	National Diploma/Degree/N6 in Bcom Econometrics/ BSC Statistics/ Economics/ Developmental Studies/ Small Business Enterprise/ Humanities/ Public Management/ Public Administration/ Business Management/ Business Administration/Built Environment/ Social Science
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<u>APPLICATIONS</u>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za application can be submitted via e-recruitment system
<u>POST 10/154</u>	:	<u>TRANSVERSAL INFRASTRUCTURE COORDINATION INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 12/03/2023 (X3 POSTS)</u> Chief Directorate: Transversal Infrastructure Coordination
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	Head Office Bhisho
	:	National Diploma/Degree/N6 in Administration Management/ Public Administration
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<u>APPLICATIONS</u>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za application can be submitted via e-recruitment system
<u>POST 10/155</u>	:	<u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 13/03/2023 (X2 POSTS)</u> Sub-Directorate: Corporate Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District Mt Ayliff
	:	National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Labour Law
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<u>APPLICATIONS</u>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za application can be submitted via e-recruitment system
<u>POST 10/156</u>	:	<u>FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 14/03/2023 (X3 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District Mt Ayliff
	:	National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Taxation/ Financial Information System
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<u>APPLICATIONS</u>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za application can be submitted via e-recruitment system
<u>POST 10/157</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 15/03/2023 (X2 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District Mt Ayliff
	:	National Diploma/Degree/N6 in Supply Chain Management/ Financial Management/ Management Accounting/ Logistics/Public Management
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<u>APPLICATIONS</u>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za application can be submitted via e-recruitment system
<u>POST 10/158</u>	:	<u>DISTRICT SUPPORT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 16/03/2023 (X2 POSTS)</u> District Support
<u>STIPEND</u>	:	R6 360.20 per month for graduates

		R5 296.64 per month for students
<u>CENTRE</u>	:	Alfred Nzo District Mt Ayliff
<u>REQUIREMENTS</u>	:	National Diploma/Degree/N6 in Communications/Office Administration/Management Assistant
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/159</u>	:	<u>INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 17/03/2023 (X1 POST)</u> Sub-Directorate: Corporate Services
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE</u>	:	Alfred Nzo District Mt Ayliff
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Information Systems/ Computer Science/Information Technology
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/160</u>	:	<u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME REF NO: DPWI/INT 18/03/2023 (X2 POSTS)</u> Sub-Directorate: Expanded Public Works Programme
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE</u>	:	Alfred Nzo District Mt Ayliff
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Social Sciences/ Small Enterprise Development/ Business Development
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/161</u>	:	<u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 19/03/2023 (X9 POSTS)</u> Sub-Directorate: Corporate Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE</u>	:	Amathole District & Buffalo City Metro East London
<u>REQUIREMENTS</u>	:	National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Records Management/Social Science
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/162</u>	:	<u>FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 20/03/2023 (X5 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE</u>	:	Amathole District & Buffalo City Metro East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Taxation/ Financial Information System
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/163</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 21/03/2023 (X5 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE</u>	:	Amathole District & Buffalo City Metro East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
APPLICATIONS : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
application can be submitted via e-recruitment system

POST 10/164 : **DISTRICT SUPPORT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING
REF NO: DPWI/INT 22/03/2023 (X3 POSTS)**
District Support

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

**CENTRE
REQUIREMENTS** : Amathole District & Buffalo City Metro East London
National Diploma/Degree/N6 in Communications/Office
Administration/Management Assistant/Administrative Management

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/165 : **INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP
PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 23/03/2023 (X2
POSTS)**
Sub-Directorate: Corporate Services

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

**CENTRE
REQUIREMENTS
ENQUIRIES** : Amathole District & Buffalo City Metro East London
National Diploma/Degree/N6 in Information Technology/Computer Science
Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/166 : **EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/
IN-SERVICE TRAINING REF NO: DPWI/INT 24/03/2023 (X7 POSTS)**
Sub-Directorate: Expanded Public Works Programme

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

**CENTRE
REQUIREMENTS** : Amathole District & Buffalo City Metro East London
National Diploma/Degree/N6 in Social Sciences/ Small Enterprise
Development/ Business Development/Public Management

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/167 : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-
SERVICE TRAINING REF NO: DPWI/INT 25/03/2023 (X7 POSTS)**
Sub-Directorate: Corporate Services

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

**CENTRE
REQUIREMENTS** : Chris Hani District Queenstown
National Diploma/ Degree/N6 Certificate in Human Resource Management/
Public Management/ Public Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/168 : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE
TRAINING REF NO: DPWI/INT 26/03/2023 (X4 POSTS)**
Sub-Directorate: Financial Management Services

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

**CENTRE
REQUIREMENTS** : Chris Hani District Queenstown
National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and
Management accounting/ Local Government Finance/ Financial Information
System

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
APPLICATIONS : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpc.gov.za
application can be submitted via e-recruitment system

POST 10/169 : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 27/03/2023 (X4 POSTS)**
Sub-Directorate: Financial Management Services

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

CENTRE REQUIREMENTS : Chris Hani District Queenstown
National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
APPLICATIONS : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpc.gov.za
application can be submitted via e-recruitment system

POST 10/170 : **INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 28/03/2023 (X1 POST)**
Sub-Directorate: Corporate Services

STIPEND : R6 360.20 per month

CENTRE REQUIREMENTS : Chris Hani District Queenstown
National Diploma/Degree in Information Technology/Computer Science

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpc.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/171 : **EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 29/03/2023 (X7 POSTS)**
Sub-Directorate: Expanded Public Works Programme

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

CENTRE REQUIREMENTS : Chris Hani District Queenstown
National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Social Science

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpc.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/172 : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 30/03/2023 (X5 POSTS)**
Sub-Directorate: Corporate Services

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

CENTRE REQUIREMENTS : Joe Gqabi District Aliwal North
National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Public Administration/Management of Training

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpc.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/173 : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 31/03/2023 (X4 POSTS)**
Sub-Directorate: Financial Management Services

STIPEND : R6 360.20 per month for graduates
R5 296.64 per month for students

CENTRE REQUIREMENTS : Joe Gqabi District Aliwal North
National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Financial Information System

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpc.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

- POST 10/174** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 32/03/2023 (X4 POSTS)**
Sub-Directorate: Financial Management Services
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North
National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/175** : **INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 33/03/2023 (X1 POST)**
Sub-Directorate: Corporate Services
- STIPEND** : R6 360.20 per month
- CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North
National Diploma/Degree in Information Technology/Computer Science
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/176** : **EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 34/03/2023 (X5 POSTS)**
Sub-Directorate: Expanded Public Works Programme
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North
National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Social Science
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/177** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 35/03/2023 (X7 POSTS)**
Sub-Directorate: Corporate Services
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : OR Tambo District Mthatha
National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Public Administration/Management of Training
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/178** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 36/03/2023 (X5 POSTS)**
Sub-Directorate: Financial Management Services
- STIPEND** : R6 360.20 per month for graduates
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : OR Tambo District Mthatha
National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Financial Information System
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system

<u>POST 10/179</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 37/03/2023 (X4 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District Mthatha National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/180</u>	:	<u>INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 38/03/2023 (X1 POST)</u> Sub-Directorate: Corporate Services
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District Mthatha National Diploma/Degree in Information Technology/Computer Science
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/181</u>	:	<u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 39/03/2023 (X5 POSTS)</u> Sub-Directorate: Expanded Public Works Programme
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District Mthatha National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Social Science
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/182</u>	:	<u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 40/03/2023 (X7 POSTS)</u> Sub-Directorate: Corporate Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/ Degree/N6 Certificate in Human Resource Management/Management of Training
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/183</u>	:	<u>FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 41/03/2023 (X4 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Financial Information System
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system

<u>POST 10/184</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 42/03/2023 (X4 POSTS)</u> Sub-Directorate: Financial Management Services
<u>STIPEND</u>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<u>CENTRE REQUIREMENTS ENQUIRIES</u>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree/N6 in Supply Chain Management/ Logistics Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/185</u>	:	<u>INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 43/03/2023 (X1 POST)</u> Sub-Directorate: Corporate Services
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE REQUIREMENTS ENQUIRIES</u>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree in Information and Communication Technology/Computer Science Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/186</u>	:	<u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME REF NO: DPWI/INT 44/03/2023 (X3 POSTS)</u> Sub-Directorate: Expanded Public Works Programme
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE REQUIREMENTS ENQUIRIES</u>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Monitoring and Evaluation Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/187</u>	:	<u>TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 47/03/2023 (X2 POSTS)</u> Chief Directorate: Immovable Asset Management/Infrastructure Maintenance & Technical Support
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE REQUIREMENTS ENQUIRIES</u>	:	Head Office Bhisho National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system
<u>POST 10/188</u>	:	<u>TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 48/03/2023 (X4 POSTS)</u> Sub- Directorate: Capital Works/Property Management
<u>STIPEND</u>	:	R6 360.20 per month
<u>CENTRE REQUIREMENTS ENQUIRIES</u>	:	Alfred Nzo District Mt Ayliff National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<u>APPLICATIONS</u>	:	application can be submitted via e-recruitment system

POST 10/189 : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 49/03/2023 (X5 POSTS)**
Sub-Directorate: Capital Works/Property Management

STIPEND : R6 360.20 per month
CENTRE : Amathole District & Buffalo City Metro East London
REQUIREMENTS : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/190 : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 50/03/2023 (X4 POSTS)**
Capital Works/Property Management

STIPEND : R6 360.20 per month
CENTRE : Chris Hani District Queenstown
REQUIREMENTS : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/191 : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 51/03/2023 (X4 POSTS)**
Capital Works/Property Management

STIPEND : R6 360.20 per month
CENTRE : Joe Gqabi District Aliwal North
REQUIREMENTS : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/192 : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 52/03/2023 (X3 POSTS)**
Capital Works/Property Management

STIPEND : R6 360.20 per month
CENTRE : OR Tambo District Mthatha
REQUIREMENTS : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
APPLICATIONS : application can be submitted via e-recruitment system

POST 10/193 : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 53/03/2023 (X6 POSTS)**
Capital Works/Property Management

STIPEND : R6 360.20 per month
CENTRE : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha
REQUIREMENTS : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/194 : **OFFICE SERVICES IN-SERVICE TRAINING REF NO: DPWI/INT 45/03/2023 (X1 POST)**
Sub-Directorate: Corporate Services

STIPEND : R5 296.64 per month
CENTRE : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and
Technology/Office Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/195 : **DISTRICT SUPPORT IN-SERVICE TRAINING REF NO: DPWI/INT 46/03/2023 (X1 POST)**
District Support

STIPEND : R5 296.64 per month
CENTRE : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and
Technology/Office Administration.

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/196 : **CAPITAL WORKS IN-SERVICE TRAINING REF NO: DPWI/INT 54/03/2023 (X1 POST)**
Sub-Directorate: Capital Works

STIPEND : R5 296.64 per month
CENTRE : Alfred Nzo District Mt Ayliff
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and
Technology/Office Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/197 : **PROPERTY MANAGEMENT IN-SERVICE TRAINING REF NO: DPWI/INT 55/03/2023 (X1 POST)**
Sub-Directorate: Property Management

STIPEND : R5 296.64 per month
CENTRE : Alfred Nzo District Mt Ayliff
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and
Technology/Office Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/198 : **PROPERTY MANAGEMENT IN-SERVICE TRAINING REF NO: DPWI/INT 56/03/2023 (X3 POSTS)**
Sub-Directorate: Property Management

STIPEND : R5 296.64 per month
CENTRE : Amathole District & Buffalo City Metro East London
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and
Technology/Office Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/199 : **CAPITAL WORKS IN-SERVICE TRAINING REF NO: DPWI/INT 57/03/2023 (X3 POSTS)**
Sub-Directorate: Capital Works

STIPEND : R5 296.64 per month
CENTRE : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and Technology/Office Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/200 : **PROPERTY MANAGEMENT IN-SERVICE TRAINING REF NO: DPWI/INT 58/03/2023 (X3 POSTS)**
Sub-Directorate: Property Management

STIPEND : R5 296.64 per month
CENTRE : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha
REQUIREMENTS : N6 certificate in Management Assistant/Office Management and Technology/Office Administration

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

POST 10/201 : **STRUCTURED YOUTH DEVELOPMENT PROGRAMME REF NO: DPWI/YDP 59/03/2023 (X30 POSTS)**
Chief Directorate: Corporate Management/Financial Management/Strategy & Systems

STIPEND : R3 738.18 - R4 429.95
CENTRE : Head Office Bhisho
REQUIREMENTS : Grade 11 or Grade 12 certificate

ENQUIRIES : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

APPLICATIONS : application can be submitted via e-recruitment system

**CANDIDATE DEVELOPMENTAL PROGRAMME
40 TRAINING OPPORTUNITIES
(X48 MONTHS)**

OTHER POSTS

POST 10/202 : **CANDIDATE ENGINEER (X5 POSTS)**

SALARY : R646 854 per annum, (OSD), an all-inclusive remuneration package
CENTRE : Ref No: DPWI 01/03/2023, (Mechanical) Alfred Nzo District (Mt Ayliff) (X1 Post)
Ref No: DPWI 02/03/2023, (Electrical) Chris Hani District (Queenstown) (X1 Post)

Ref No: DPWI 03/03/2023, (Civil, Electrical) OR Tambo District (Mthatha) (X2 Posts)

Ref No: DPWI 04/03/2023, (Civil) Joe Gqabi District (Aliwal North) (X1 Post)

REQUIREMENTS : National Senior Certificate, recognised BEng/Bsc/Degree in Civil/Mechanical/Electrical Engineering. Registration as Candidate Engineer with the Engineering Council of South Africa (ECSA) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, Engineering design and analysis knowledge, Research and development, computer-aided engineering applications, technical report writing, networking, Professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.

DUTIES : Aligned to the ECSA requirements for Professional Registration.

ENQUIRIES : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 10/203</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R646 854 per annum, (OSD), an all-inclusive remuneration package Ref No: DPWI 05/03/2023, Alfred Nzo District (Mt Ayliff) (X1 Post) Ref No: DPWI 06/03/2023, Chris Hani District (Queenstown) (X1 Post) Ref No: DPWI 07/03/2023, Joe Gqabi District (X1 Post) Ref No: DPWI 08/03/2023, OR Tambo District (Mthatha) (X2 Posts) Ref No: DPWI 09/03/2023, Sarah Baartman District (Gqeberha) (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/B Degree in Built environment field of study with a minimum of 1-2 years' experience. Registration as Candidate Construction Project Manager with the South African Council for Construction Project Managers (SACPCMP) is compulsory. Valid Driver's licence. Technical Competencies: Project management principles and methodologies, Project Management Skills, Knowledge of legal compliance, Research and development, computer-aided engineering applications, technical report writing, networking, Solutions orientated. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
<u>DUTIES ENQUIRIES</u>	:	Aligned to the SACPCMP requirements for Professional Registration. Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 10/204</u>	:	<u>CANDIDATE QUANTITY SURVEYOR (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R559 905 per annum (OSD), an all-inclusive remuneration package Ref No: DPWI 10/03/2023, Alfred Nzo District (Mt Ayliff) (X1 Post) Ref No: DPWI 11/03/2023, Chris Hani District (Queenstown) (X1 Post) Ref No: DPWI 12/03/2023, Joe Gqabi District (Aliwal North) (X1 Post) Ref No: DPWI 13/03/2023, Sarah Baartman District (Gqeberha) (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, recognised Degree in Quantity Surveying. Registration as Candidate Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP) is compulsory Valid Driver's licence. No experience required. Technical Competencies: Project Management, QS Principles and methodologies, Research and development, computer-aided engineering applications, knowledge of legal compliance, technical report writing, networking. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
<u>DUTIES ENQUIRIES</u>	:	Aligned to the SACQSP requirements for Professional Registration. Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 10/205</u>	:	<u>CANDIDATE ARCHITECT (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R559 905 per annum (OSD), an all-inclusive remuneration package Ref No: DPWI 14/03/2023, Head Office (Bhisho) X1 Post Ref No: DPWI 15/03/2023, Alfred Nzo District (Mt Ayliff) (X1 Post) Ref No: DPWI 16/03/2023, Chris Hani District (Queenstown) (X1 Post) Ref No: DPWI 17/03/2023, Joe Gqabi District (Aliwal North) (X1 Post) Ref No: DPWI 18/03/2023, OR Tambo District (Mthatha) (X1 Post) Ref No: DPWI 19/03/2023, Sarah Baartman District (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-Degree in Architecture or relevant qualification. Registration as a Candidate Architect with the South African Council for the Architectural Profession (SACAP) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Architectural legal and operational compliance, Architectural principles, Project management skills, Research and development, computer-aided engineering applications, technical report writing, networking. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
<u>DUTIES</u>	:	Aligned to the SACAP requirements for Professional Registration.

ENQUIRIES : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

POST 10/206 : **CANDIDATE TOWN AND REGIONAL PLANNER (X3 POSTS)**

SALARY CENTRE : R559 905 per annum (OSD), an all-inclusive remuneration package
: Ref No: DPWI 20/03/2023, Amathole District (East London) (X1 Post)
: Ref No: DPWI 21/03/2023, Chris Hani District (Queenstown) (X1 Post)
: Ref No: DPWI 22/03/2023, OR Tambo District (Mthatha) (X1 Post)

REQUIREMENTS : National Senior Certificate, B-Degree in urban/Town and Regional Planning. Registration as Candidate Planner with the South African Council for Planners (SACPLAN) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, T & R Legal and operational requirements, T & R systems and principles, Research and development, computer-aided engineering applications, T & R knowledge of legal compliance, Creating high performance culture, technical consulting, professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis, Language Proficiency, Listening skills

DUTIES ENQUIRIES : Aligned to the SACPLAN requirements for Professional Registration.
: Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

POST 10/207 : **CANDIDATE ENGINEERING TECHNOLOGIST (X7 POSTS)**

SALARY CENTRE : R330 918 per annum, (OSD)
: Ref No: DPWI 23/03/2023, (Civil) Head Office (Bhisho) (X1 Post)
: Ref No: DPWI 24/03/2023, (Civil, Electrical) Alfred Nzo District (Mt Ayliff) (X2 Posts)
: Ref No: DPWI 25/03/2023, (Mechanical) Joe Gqabi District (Aliwal North) (X1 Post)
: Ref No: DPWI 26/03/2023, (Mechanical) OR Tambo District (Mthatha) X1 Post
: Ref No: DPWI 27/03/2023, (Civil, Electrical) Sarah Baartman District (Gqeberha) X2 Posts

REQUIREMENTS : National Senior Certificate, B Degree in Civil/Electrical/Mechanical Engineering or relevant qualification. Registration as Candidate Engineering Technologist with the Engineering Council of South Africa (ECSA) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering applications, technical report writing, networking, Professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.

DUTIES ENQUIRIES : Aligned to the ECSA requirements for Professional Registration.
: Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

POST 10/208 : **CANDIDATE ENGINEERING TECHNICIAN (X5 POSTS)**

SALARY CENTRE : R280 926 per annum, (OSD)
: Ref No: DPWI 28/03/2023, (Electrical) Alfred Nzo District (Mt Ayliff) (X1 Post)
: Ref No: DPWI 29/03/2023, (Civil, Mechanical) Chris Hani District (Queenstown) (X2 Posts)
: Ref No: DPWI 30/03/2023, (Civil) OR Tambo District (Mthatha) (X1 Post)
: Ref No: DPWI 31/03/2023, (Electrical) Sarah Baartman District (Gqeberha) (X1 Post)

REQUIREMENTS : National Senior Certificate, National Diploma in Civil/Electrical/Mechanical Engineering or relevant qualification. Registration as Candidate Engineering Technician with the Engineering Council of South Africa (ECSA) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, Technical design and analysis

- knowledge, Research and development, computer-aided engineering applications, technical report writing, networking, Professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
- DUTIES** : Aligned to the ECSA requirements for Professional Registration.
- ENQUIRIES** : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- POST 10/209** : **CANDIDATE VALUER (X4 POSTS)**
- SALARY** : R269 214.00 per annum (Level 07)
- CENTRE** : Ref No: DPWI 32/03/2023, Head Office (Bhisho) (X1 Post)
Ref No: DPWI 33/03/2023, Amathole District (East London) (X1 Post)
Ref No: DPWI 34/03/2023, OR Tambo District (Mthatha) (X1 Post)
Ref No: DPWI 35/03/2023, Sarah Baartman District (Gqeberha) (X1 Post)
- REQUIREMENTS** : 4 year recognised B/Bsc Degree in Property Studies/ National Diploma in Real Estate. Registration as Candidate Valuer with the South African Council for Property Valuer Profession (SACPV) is compulsory. South African Citizen. Valid Drivers licence. No previous experience is required. Technical Competencies: Project management, Valuation Legal and operational requirements, Valuation systems and principles, Research and development, computer-aided engineering applications, Valuation knowledge of legal compliance, Creating high performance culture, technical consulting, professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis, Language Proficiency, Listening skills.
- DUTIES** : Aligned to the SACPV requirements for Professional Registration.
- ENQUIRIES** : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICATIONS** : Submit applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to erecruitment@ecsrac.gov.za (NB: For Technical Glitches Only – NO CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to use e-recruitment system. Applications received after closing date will not be considered. no faxed applications will be accepted. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>.
NB: Forward Applications to the Relevant Centre:
Head Office: Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386/ Mrs. R. E. Swartbooi Tel: 043 492 0949. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, OR Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605
Buffalo City Metro District: Enquiries Ms. L. Xoseka Tel: 043 492 2140. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Amathole District: Enquiries Mr. B. Mbangatha Tel: 043 492 1838. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Chris Hani District: Enquiries Mr. X. Kwanini Tel: 045 492 0030 / 0054. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X7190, Komani, 5320, OR Hand deliver to: Bathandwa Ndong Office Park, Komani Hospital Office Complex, Komani, 5320

Joe Gqabi District: Attention Mr. D. Ndzongwana: 051 492 4757. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, OR Hand deliver to: No. 02 Cole Street, Maletswai

Sarah Baartman District: Attention Ms. N. Qumza: 046 492 0227. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Makana, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda. Albany Museum: Enquiries: Mr. M Vabaza – 046 622 2312, 40 Somerset Street, Makanda, 6139

Alfred Nzo District: Attention Mr M.B. Gugwana: 039 492 0297 / 072 027 0022. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, OR Hand deliver to: No 67 Church Street Mt Ayliff.

OR Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 / 073 322 9654. Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, OR Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Nelson Mandela District: Attention Mr S. Javu: 041 492 1231 / 1230. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Gqeberha 6003, OR Hand delivers to 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha
03 April 2023

CLOSING DATE
NOTE

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Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG)

for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to submit their applications as instructed.

MANAGEMENT ECHELON

- POST 10/210** : **DIRECTOR: LANGUAGES & LITERATURE REF NO: DSRAC 01/03/2023**
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), an all-inclusive remuneration
- CENTRE** : Head Office (Qonce)
- REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 7) in Linguistic/ Socio-Linguistic or any relevant qualifications as recognised by SAQA with 5 years' experience at a middle managerial level (SMS). SMS pre-entry certificate (proof of registration will be required for submission prior or on the interview date) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of language prescripts governing language in the country and in the province. Knowledge of government policies and planning systems. project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have a valid driving licence, must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.
- DUTIES** : Manage language development and promotion programmes. Develop, review and revise provincial language policies, acts and regulations. Provide guidance on translation and interpreting work. Facilitate sign language projects. Coordinate the establishment of the provincial language committee. Coordinate establishment of language units in government departments, entities and enterprises. Facilitate development of language policies in other government departments, entities and enterprises. Consult with SA language board and its structures. Coordinate orthography and terminology development. Liaise with language faculties at tertiary institutions. Manage literature development as well as develop and ensure implementation of literature related policies and procedures. Oversee the coordination of provincial / national word fest, district word-festivals and other literature festivals and creative writing workshops for budding writers. Administer the process of collecting, editing, reviewing and publishing of manuscripts. Coordinate the implementation of the Provincial Social Cohesion Strategy. Management of administration support. Develop strategic, operational and procurement plans. Consolidate and verify monthly and quarterly reports. Manage human and financial resources. Manage performance development and ensure training needs analysis.
- ENQUIRIES** : Y Dlamkile Tel No: 043 492 1386 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/211** : **DIRECTOR: RECREATION DEVELOPMENT & MASS PARTICIPATION REF NO: DSRAC 02/03/2023**
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), an all-inclusive remuneration

- CENTRE REQUIREMENTS** :
- Head Office (Qonce)
- National Senior Certificate plus an undergraduate qualification (NQF level 7) in Sports Management/ Human Movement Studies or any relevant qualifications 5 years' experience at a middle managerial level/ Senior Management Services. SMS pre-entry certificate (proof of registration will be required for submission prior or on the interview date) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have a valid driving licence, must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.
- DUTIES** :
- Provide strategic leadership in school sport and MPP programmes. Develop and review strategic, business/operational and procurement plans of the directorate. Monitor the implementation and evaluate the compliance with recreation development and mass participation transformation policies. Establish good governance structures of sport as directed by relevant legislation. Monitor and report on sport performance. Produce annual evaluation reports. Development school sport programmes in the province. Ensure establishment of school sport structures. Ensure delivery and support excellence of sport in schools. Support participation in provincial and national sports. Facilitate and manage relations with other relevant institutions in order to enhance the development of school sport. Development of recreation programs in the province. Coordinate the development program as guided by the conditional grant framework. Ensure awareness campaigns/promotion on recreation programs. Management of administration support. Manage and submit monthly, quarterly and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Manage leave records. Ensure staff discipline.
- ENQUIRIES** :
- Y Dlamkile Tel No: 043 492 1386 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** :
- People with disabilities who meet the requirements will be given preference

OTHER POSTS

- POST 10/212** :
- MUSEUM HEAD (DEPUTY DIRECTOR) REF NO: DSRAC 03/03/2023**
- SALARY** :
- R908 502 – R1 070 169 per annum (Level 12), an all-inclusive remuneration
- CENTRE** :
- Albany Museum (Makanda)
- REQUIREMENTS** :
- A National Senior Certificate plus a Diploma NQF level 6/ Preferable B degree level 7 qualification in Social Science or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs / Level 8 Museum Head / Level 8 Curator at a Province Aided Museum. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. Analytical and an innovative thinker. Events Management and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People

<u>DUTIES</u>	:	Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving license.
	:	Management of humanities and natural science collection services. Manage curation of anthropology, archaeology and history collection. Manage curation of freshwater invertebrates, entomology, earth science, and herbarium collections. Manage research and publication of collection. Management of education, exhibition and taxidermy services. Manage public outreach programmes. Management of communication, services. Manage marketing and promotion of museum services. Manage public programmes and visits at the museum. Manage provision of library services. Management of auxiliary and corporate services. Ensure provision of building and grounds maintenance. Ensure provision and disposal of waste collection. Manage safety and security of seven museum sites. Manage fundraising initiatives for the museum. Provide and manage human resource services. Provide and manage supply chain services. Provide and manage finance services. Liaison with the Board of Trustees and engage with stakeholders (donors and supporters). Manage agreements and contracts on behalf of the museum. Manage and report on financial matters to the Board. Coordinate meetings for the Board of Trustees. Management of general administration support. Give input in the development of strategic, operational / business and procurement plans. Compile and submit reports. Manage allocation of resources.
<u>ENQUIRIES</u>	:	Y Dlamkile Tel No: 043 492 1386 – Head Office (Qonce)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference
<u>POST 10/213</u>	:	<u>DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSRAC 04/03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R908 502 – R1 070 169 per annum (Level 12), an all-inclusive remuneration Joe Gqabi District A National Senior Certificate plus a Diploma NQF level 6/ Preferable B degree level 7 qualification in Sports Management/ Human Movement studies or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Sport and Recreation. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving license.
<u>DUTIES</u>	:	Promote school sport programmes. Coordinate development of project plan for school sport. Ensure development and implementation of school sport projects. Facilitate implementation of capacity building projects. Support school sport structures. Promote and implement recreation and mass participation programmes. Coordinate development of project plan for recreation programmes. Ensure implementation of capacity building programmes. Encourage participation of communities in recreation programmes. Encourage creativity in recreation programmes. Coordinate federation affairs (sport development). Coordinate development of project plan for federations. Develop and support federations. Facilitate development of establishment of clubs and leagues. Ensure implementation of capacity building programmes. Coordinate partnerships with local municipalities. Manage and monitor budget for projects. Management of administration support. Give input in the development of strategic, operational, procurement, business and projection plans. Manage administration of sport academy matters. Compile, consolidate and submit monthly and quarterly reports. Manage financial and human resources. Ensure EPMDS and staff development training needs. Manage attendance and leave records. Give guidance and maintain staff discipline.
<u>ENQUIRIES</u>	:	D. Nzongwana Tel No: 051 492 4757 – Joe Gqabi District (Maletswai)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference

POST 10/214 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 05/03/2023**

SALARY : R766 584 – R903 006 per annum (Level 11), An all-inclusive remuneration
CENTRE : Alfred Nzo District
REQUIREMENTS : A National Senior Certificate plus a Diploma NQF level 6/ Preferable B degree level 7 qualification in Public Administration / Management or any relevant tertiary qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Corporate Services. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of interpretation of policies and programs, analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

DUTIES : Management of financial administration services. Ensure adherence and compliance to finance legislations. Monitor budget expenditure and statements. Ensure payment of service providers. Monitor banking and revenue services. Manage salary services. Ensure compliance on internal control requirements. Management of supply chain services. Ensure provision of acquisition and demand services. Ensure provision of logistics services. Ensure provision of facilities management services. Provide transport services. Management of assets. Ensure compliance on asset management policy. Ensure disposal of assets. Support and monitor verification of assets. Monitor asset register. Management of human resources. Compile and submit inputs for the annual recruitment plan. Provide and support recruitment process. Provide conditions of service. Ensure provision of registry services. Coordinate human resource development and training services. Ensure provision of integrated employee wellness services. Coordinate labour relation issues. Coordinate change management matters. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Compile, consolidate and submit monthly and quarterly reports. Manage financial and human resources. Ensure EPMSD and staff development training needs. Manage attendance and leave records. Give guidance and maintain staff discipline.

ENQUIRIES : M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference

POST 10/215 : **PERSONAL ASSISTANT: CORPORATE SERVICES REF NO: DSRAC 06/03/2023**

SALARY : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate plus a secretarial NQF level 6 diploma or in Office Administration / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a secretarial / office administration field. Knowledge of public service legislation, policies and prescripts. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

DUTIES : Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine

submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/216** : **PERSONAL ASSISTANT: DISTRICT OPERATIONS REF NO: DSRAC 07/03/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration
: Head Office (Qonce)
: National Senior Certificate plus a secretarial NQF level 6 diploma or in Office Administration / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a secretarial / office administration field. Knowledge of public service legislation, policies and prescripts. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
- DUTIES** : Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile

draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/217** : **INTERNAL AUDITOR REF NO: DSRAC 08/03/2023**
- SALARY** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus a Degree / Diploma in Accounting / Internal Auditing. (NQF level 6) or equivalent qualification with at least 1 to 2 years working experience in an Internal Audit environment. Knowledge Requirements: Theory and Practice of Internal Audit, knowledge and application of applicable legislative requirements, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting. Good computer, organising, verbal, and written communication skills. Excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license. Added Advantage: Completed internal audit or external audit articles, member of the IIA(SA), completed IAT or PIA qualification.
- DUTIES** : To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify key controls in a system. Quantify consequences of a break down/lack of a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Perform audit test as per programme prepared by supervisor. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues with the supervisor and client continuously.
- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/218** : **LANGUAGE PRACTITIONER: LANGUAGE DEVELOPMENT REF NO: DSRAC 09/03/2023**
- SALARY** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus a B. A. Degree/ National Diploma at (NQF level 6) in Linguistic/ Socio-Linguistic and Language being a major and another at a lower level. A Post graduate qualification in translation / interpreting. At least 1 -2 years of experience in translation, interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages preferably English and Afrikaans. Competencies: Experience and knowledge in publishing and creative writing. Ability to translate technical and legal documents in at least two of the Eastern Cape Official Languages, preferably Sesotho and English, Knowledge of language policy and its implementation plan is needed. Computer literacy and driver's license a must have. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. Knowledge of sign language or willingness to learn the language would be an added advantage. A valid code 08 driving license.
- DUTIES** : Render language services duties such as translation of official documents from and into Sesotho, English for our department and other government departments. Provide and facilitate any language related development initiative. Provide interpreting service when required. Facilitate editing,

		proofreading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related events.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference
<u>POST 10/219</u>	:	<u>STATE ACCOUNTANT REF NO: DSRAC 10/03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Amathole Museum National Senior Certificate plus a National Diploma (NQF level 6) as recognized by SAQA in Internal Audit unit or Accounting /Cost & Management Accounting / Financial Information system. Or relevant qualifications with at least 1 to 2 years' experience within the Public Sector internal control/pre-audit unit. Knowledge of financial system (Patel Accounting). Knowledge of Public Service. Legislations/Policies/Prescripts and Procedures. Knowledge of Batho Pele Principles. Computer literacy. Good Communication skills. Sound organizational skills. People Management. Customer/Client orientated approach ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Render financial administration Responsible for financial reports/statements of the Board of Trustees. Responsible for the revenue of the museum. Handle payment of creditors. Prepare Income Expenditure reports. Render pre-audit services Prepare documents for auditors. Ensure availability of commitment register. Responsible for creditors monthly reconciliation. Responsible for the spreadsheet of purchased assets. Administer movement and disposal of assets. Account for daily cash balancing. Administer cashbook and petty cash. Handle petty cash. Daily bank reconciliation. Render general administration Responsible for electronic funds transfer and cash subscriptions. Responsible for Bookings. Responsible for Grant in aid/rates applications. Facilitate subsidy applications. Museum shop stock taking. Update and record unauthorized irregular fund and gift reports.
<u>ENQUIRIES</u>	:	S. Cakata Tel No: 043 642 4506 – Amathole Museum (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 10/220</u>	:	<u>LIBRARIAN (CONDITIONAL GRANT) REF NO: DSRAC 11/03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District (Hillview Library Willowmore) National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6/7) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. Must be able to speak and write at least two of the Eastern Cape provincial languages. A valid code 08 driving license.
<u>DUTIES</u>	:	Implement the provisioning of library materials to community/ members. Implement awareness campaigns, outreach programmes and promotion of library use to the community. Implement stock control of all library material in the library. Processing of library material received from district office. Supervision of staff in the library. Collect and analyse user needs and submit to District office. Compilation and consolidation of monthly user statistics and reports. Facilitate establishment of library committees and book clubs in the library.
<u>ENQUIRIES</u>	:	N. Qumza Tel No: 046 492 0227 Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference
<u>POST 10/221</u>	:	<u>LIBRARIAN REF NO: DSRAC 12/03/2023 (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District (Community Libraries)

<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library material in all affiliated libraries. Selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly user statistics and reports.
<u>ENQUIRIES</u>	:	N. Qumza Tel No: 046 492 0227/0228 – Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference
<u>POST 10/222</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DSRAC 13/03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.
<u>DUTIES</u>	:	To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.
<u>ENQUIRIES</u>	:	N. Qumza Tel No: Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference
<u>POST 10/223</u>	:	<u>LIBRARY ASSISTANT (CONDITIONAL GRANT) (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 – R213 912 per annum (Level 05), an all-inclusive remuneration OR Tambo District (Mthatha) Ref No: DSRAC 13/02/2023 Alfred Nzo District (Matatiele Local Municipality) Ref No: DSRAC 14/03/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.
<u>DUTIES</u>	:	Perform all circulations duties in the library. Join and renew library membership. Assist with shelving and circulation of all library material. Attend reference queries brought by members of the public library and learners. Maintain good public relations with the neighbourhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the information of library structure. Responsible for orientation and children's programmes Assist in the management of library donations, perform all circulation duties and other programmes in the library including ICT and mini-lib services.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha) M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<u>POST 10/224</u>	:	<u>MPP SPORT ADMIN CLERK REF NO: DSRAC 16/03/2023</u> (Conditional Grant Contract ending 31 March 2025)
<u>SALARY</u>	:	R181 599 – R213 912 per annum (Level 05), an all-inclusive remuneration, 37% in lieu of benefits)
<u>CENTRE</u>	:	Sarah Baartman District (Makanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 10/225</u>	:	<u>CLUB DEVELOPMENT COORDINATOR REF NO: DSRAC 17/03/2022</u> (Conditional Grant Contract ending 31 March 2025)
<u>SALARY</u>	:	R181 599 – R213 912 per annum (Level 05), an all-inclusive remuneration, 37% in lieu of benefits)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organising and coordination of all Community Sport and Recreation activities. Liaise between DSRAC and Sport Federation and Recreation Councils. Compile reports register participants and clubs in Community Sport events. Compile need analysis and capture data. Serve as support in planning of club development programs. To assist in the communication with club development structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement club development programs as planned.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 10/226</u>	:	<u>GENERAL ASSISTANT – LOGISTICS AND SUPPLY SERVICES REF NO: DSRAC 15/03/2023</u>
<u>SALARY</u>	:	R107 196 – R126 270 per annum (Level 02), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid code 8 driving licence.
<u>DUTIES</u>	:	Perform general assistant work. Load and off load furniture, equipment and other goods to relevant destination. Movement of assets within offices and warehouse. Assist in packing delivery the delivered items to the storeroom and offices. Delivery of goods and documents within the department. Photocopying and faxing documents. Assist during stocktaking and stock control. Render logistics transport services. Report all defects to the relevant officials. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference

DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR OVER 2023/2024-2024/2025 FINANCIAL YEARS I.E. (24 MONTHS)

OTHER POSTS

- POST 10/227** : **INTERNS - DIGITISATION REF NO: DSRAC 18/2023 (X10 POSTS)**
Chief Directorate: Library & Information Services (Archives)
- STIPEND** : R6 175.00 per month for graduates.
CENTRE : Head Office (Qonce)
REQUIREMENTS : Minimum Requirements: A NQF Level 6/7 degree /Diploma as recognised by SAQA in Archives and Records Management. Applicants must be from Eastern Cape. Applicants must be unemployed and have never participated in the internship programme. Applicants must have successfully completed the 3 Or 4 years qualification from recognised tertiary Institution.
- ENQUIRIES** : Ms L. Mtiki (043) 492 1017 or Mr. M. Cezula on (043) 492 1400
M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- APPLICATIONS** : E-Recruitment, hand delivery or postal
NOTE : The Department of Sport Recreation, Arts and Culture calls for unemployed youth in the 18-35 age bracket and People with Disabilities (PWDs), to apply for this enriching opportunity. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment. The fixed term contract for the youth will be for a period of two years. Successful candidates will be placed in the Department's offices in the Qonce repository
- POST 10/228** : **INTERNS – COMMUNICATIONS REF NO: DSRAC 19/2023 (X4 POSTS)**
Chief Directorate: Communications
- STIPEND** : R6 175.00 per month for graduates.
CENTRE : Head Office (Qonce)
REQUIREMENTS : A NQF Level 6/7 degree /Diploma as recognised by SAQA in journalism, communications, media studies, marketing, PR. Exceptional communication, and interpersonal skills. Strong social media knowledge and management abilities. Passionate about writing and storytelling. Detail oriented. Self-motivated and energetic. Deadline driven and highly adaptable. Applicants must be from Eastern Cape. Applicants must be unemployed and have never participated in the internship programme. Applicants must have successfully completed the 3- or 4-years qualification from recognised tertiary Institution.
- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- APPLICATIONS** : E-Recruitment, hand delivery or postal
NOTE : The Department of Sport, Recreation, Arts and Culture (DSRAC) is looking for young, motivated, techno-savvy and driven marketing communications interns, with a keen interest in working in a creative environment, to join its Communications Directorate and play a key role in delivering fresh ideas, content and engaging stories in an effort to promote and profile the department's programmes.
- POST 10/229** : **INTERNS – INTERNAL AUDIT REF NO. DSRAC 20/2023 (X2 POSTS)**
Chief Directorate: Internal Audit
- STIPEND** : R6 175.00 per month for graduates
CENTRE : Head Office
REQUIREMENTS : A NQF Level 6/7 degree /Diploma as recognised by SAQA in Internal Audit. Strong analytical, interpersonal and communication skills. Demonstrated integrity, values, principles, and work ethic. Detail oriented. Self-motivated and energetic. Deadline driven and highly adaptable. Applicants must be from Eastern Cape. Applicants must be unemployed and have never participated in the internship programme. Applicants must have successfully completed the 3 or 4 years qualification from recognised tertiary Institution.
- ENQUIRIES** : Mrs. N. Cupido Tel No: (043) 492 1410 or Mr. M. Cezula Tel No: (043) 492 1400
M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

APPLICATIONS

: E-Recruitment, hand delivery or postal

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

<u>CLOSING DATE</u>	:	04 April 2023
<u>NOTE</u>	:	<p>Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed Persal service records where applicable within 2 days of accepting the offer. 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. 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. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan</p>

OTHER POSTS

<u>POST 10/230</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1-3: REF NO: H/P/29</u>
<u>SALARY</u>	:	<p>Grade 1: R745 785 – R819 921 per annum Grade 2: R870 231 - R965 835 per annum Grade 3: R1 009 944 - R1 189 656 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Mangaung Metro District Health Services: Bloemfontein Appropriate qualification that allows registration with the HPCSA as Clinical Psychologist in a relevant registration category. Registration with the Health</p>

Professions Council of South Africa (HPCSA) as a Clinical Psychologist in any of the identified categories. **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Sound knowledge of clinical psychology and its application in both the assessment and the treatment of MCUs. Sound knowledge of the Mental Health Care Act and Regulations. Specific competency in the selection, use and interpretation of relevant psychometrics. Good verbal and written communication skills. Strong management and leadership skills. Strong ability to build and work as a team. Good interpersonal skills, including the ability to work as a team. Administrative ability, including computer skills.

DUTIES : Provide appropriate, effective and efficient psychological assessments and the treatment of MCUs on both an inpatient and outpatient basis. Ensure adequate and effective administration, in particular record keeping, submission and compilation of report, statistics and other relevant documentation. Participate in holistic, multidisciplinary treatment programmes for MCUs within the relevant legislative and ethical prescripts. Provide expert advice to other professionals, both internal and external. Participate in in-service training programmes and the wellbeing of staff. Adhere to the relevant legislative and ethical prescripts. Liase with the public for the purpose of mental health promotion.

ENQUIRIES : Dr LS Mokwena Tel No: (051) 271 0104
APPLICATIONS : The District Manager, Mangaung Metro Health Services, Private Bag x441 FSPC, No 4 President Brand Street, Bloemfontein,9300.

FOR ATTENTION : Mr TA Mokoqo

POST 10/231 : **PHARMACIST GRADE 1-3: REF NO: H/P/32**

SALARY : Grade 1: R724 887 - R769 68 per annum
 Grade 2: R785 160 - R833 340 per annum
 Grade 3: R858 528 - R911 205 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
 Employee must meet the prescribed requirements

CENTRE : Seniorita Ntlabathi District Hospital: Ladybrand
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Valid Driver's license. Pharmacist **Grade 1:** Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 2:** Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of SAPC in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 3:** Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the SAPC in respect of South African qualified employees. Minimum of 14 years'

		relevant experience after registration as a Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. 2 years' pharmacy experience post Community Service will be an added advantage. Knowledge and Skills: Computer literacy and Communication skills
<u>DUTIES</u>	:	Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication. Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services and do after call service. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys /rooms, visit clinics, control expired medication, maintain drug registers (schedule 5.6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) and Quality Standards. Supervision of Pharmacist Assistants. Register Pharmacy facility to comply with the Pharmacy Act.
<u>ENQUIRIES</u>	:	Dr MC Diba Tel No: 051 923 2005
<u>APPLICATIONS</u>	:	The CEO: Senorita Ntlabathi District Hospital: Ladybrand, Private Bag X 09 Senorita Ntlabathi District Hospital 9745 or Hand deliver, 921 Eight Street Ladybrand.
<u>FOR ATTENTION</u>	:	Dr MC Diba
<u>POST 10/232</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: H/C/32</u> Re-Advertised (Those who previously applied are encouraged to apply)
<u>SALARY</u>	:	Grade 1: R464 466 - R522 756 per annum Grade 2: R538 449 – R562 803 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Regional Training Centre Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (2023/2024). Computer Literacy Valid driver's license. Knowledge and Skills: Good communication and interpersonal skills. Good understanding of Skills Development policies and HIV/AIDS management and ALL treatment policies and guidelines. Knowledge of PFMA. Ability to work independently, under pressure, strong negotiation, problem solving & conflict management skills. Be willing to travel extensively. Knowledge of ALL Clinical programs, including WBPHCOT Program.
<u>DUTIES</u>	:	Supervision of personnel. Coordinate and conduct training. Develop training strategies. Give support & motivate Learners. Compile reports & evaluate Learners. Monitor & evaluate the quality of training. Collaborate with District & Provincial Supporting Partners and Programme Managers.
<u>ENQUIRIES</u>	:	Me. NP Mdalane Tel No: (051) 408 1814
<u>APPLICATIONS</u>	:	can be submitted by post to: The Acting Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. R Stellenberg
<u>POST 10/233</u>	:	<u>PHYSIOTHERAPIST GRADE 1-3 REF NO: H/P/30 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R332 427 - R378 318 per annum Grade 2: R389 754 - R445 665 per annum Grade 3: R459 126 - R557 184 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Pelonomi Tertiary Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Current registration with HPCSA (2023/2024). Experience Grade 1 : None after registration with the HPCSA in

the relevant profession as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Computer literacy.

DUTIES : Render a Physiotherapy service at a Tertiary Hospital. Liaison with the multidisciplinary team. After hour responsibilities. Health promotion. Administrative tasks applicable to the service area and implementation of quality control measures. Marketing of the profession. Asset responsibilities. Supervision of students/ assistants / community service physiotherapists / support staff Personal and professional development. Tuition to physiotherapy student's / health workers Profession specific training. In-service training.

ENQUIRIES : Me. Peens Tel No: 051 405 1351
APPLICATIONS : The Acting Chief Executive Officer, Pelonomi Tertiary Hospital Private Bag X20581, Bloemfontein 9300 or hand delivery/Courier Ground Floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein 9300.

FOR ATTENTION : Me. M Lethoo

POST 10/234 : **SPEECH THERAPIST GRADE 1-3 REF NO: H/S/9 (X2 POSTS)**

SALARY : Grade 1: R332 427 - R378 318 per annum
 Grade 2: R389 754 - R445 665 per annum
 Grade 3: R459 126 - R557 184 per annum
 plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) as a speech therapist and Audiologist. Current registration for 2023/2024. Experience Grade 1: None after registration with the HPCSA in the relevant profession as a speech therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a speech therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a speech therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a speech therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a speech therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a speech therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Computer Literacy, Communication skills.

DUTIES : Provide effective and efficient services to in-patient in need of speech, language, hearing and feeding, screening/assessment and treatment.

ENQUIRIES : Me. Peens Tel No: 051 405 1351

APPLICATIONS : The Acting Chief Executive Officer, Pelonomi Tertiary Hospital Private Bag X20581, Bloemfontein 9300 or hand delivery/Courier Ground Floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein 9300.

FOR ATTENTION : Me. M Lethoo

POST 10/235 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: H/O/ 10 (X2 POSTS)**

SALARY : Grade 1: R332 427 - R378 318 per annum
Grade 2: R389 754 - R445 665 per annum
Grade 3: R459 126 - R557 184 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Pelonomi Tertiary Hospital, Bloemfontein
: Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Current registration for 2023/2024. Experience
Grade 1: None after registration with the HPCSA in the relevant profession as an occupational therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as an occupational therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Offer will be based on proven years of experience. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an occupational therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as an occupational therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an occupational therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as an occupational therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Computer Literacy, Communication skills.

DUTIES : Render an Occupational therapy service in allocated areas of work that complies with the standards and norms as indicated in Health Policies. Assessment and treatment of patients in allocated work. Effective report writing skills needed. Work well with the MDT set up. Active participation in quality assurance and PMDS process. Supervision of OTTs and students. Participate in CPD activities.

ENQUIRIES APPLICATIONS : Me. Peens Tel No: 051 405 1351
: The Acting Chief Executive Officer, Pelonomi Tertiary Hospital Private Bag X20581, Bloemfontein 9300 or hand delivery/Courier Ground Floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein 9300

FOR ATTENTION : Me. M Lethoo

POST 10/236 : **PHARMACIST ASSISTANT (POST BASIC): REF NO: H/P/31**

SALARY : Grade 1: R217 854 – R245 409 per annum
Grade 2: R252 831 - R268 350 per annum
Grade 3: R273 978 - R313 278 per annum
Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Mafube District Hospital: Frankfort
: Registration with the SAPC as a Pharmacist Assistant (Post basic). **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post- Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Registration with the SAPC as Pharmacist Assistant. **Grade 3:** A minimum of 13 years appropriate experience as. Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Knowledge and Skills: Ability to communicate issues in a tactful manner. Problem solving

skills. Computer literate. Numeracy skills. Committed professionalism. Loyal and confidentiality.

DUTIES

: Key responsibilities according to their scope of practice, assist with the delivery of a good pharmaceutical services to patients, the provision of information to individual in order to promote health. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile medicine or scheduled substances according to formulas and SOPs approved by the responsible pharmacist. Reading and preparation of prescripts, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied, Counselling of patients. Issuing of pharmaceutical products (ward stock, clinics) Pre-packing or re-packing of medicines. Well-disciplined and good work ethics maintain stock cards, record keeping.

ENQUIRIES

: Me M Carstens Tel No: (058) 813 1040

APPLICATIONS

: The Chief Executive Officer, Mafube District Hospital, Private Bag X 8, 40 Kerk Street, Frankfort 9830.

FOR ATTENTION

: Ms P Mokhoane.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 10/237** : **STOMATOLOGIST GRADE 1/2/3 REF NO: STOM2/03**
Directorate: Office of the Chief Executive Officer
- SALARY** : R1 156 308 – R1 534 356 per annum, excluding commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate PhD degree in Health. Minimum of seven (07) years' experience as a Dentist after registration with the HPCSA and four years' experience in teaching at post graduate level and research in an academic environment. Minimum of at least 5 articles in peer reviewed DoHET accredited journals.
- DUTIES** : Render Clinical services for teaching, service rendering and research. Supervise Undergraduate and Postgraduate research. Teaching and Training of both Undergraduate and Postgraduate students in Oral Health Sciences. Establish and manage an Oral Health Sciences Research Unit. Interest and commitment to building research capacity of staff members. Encourage collaborative research amongst the different departments within the institution and increase research outputs for the institution. Actively lead in the research endeavours with internal and external stakeholders.
- ENQUIRIES** : Mr. P.F Monama –HR Manager Pulankana.Monama@gauteng.gov.za
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or emailed to Pulankana.Monama@gauteng.gov.za No faxed applications will be accepted.
- NOTE** : This post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as current proof of HPCSA registration 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 SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 07 April 2023
- POST 10/238** : **MEDICAL SPECIALIST REF NO: SBAH 0020/2023 (X1 POST)**
Directorate: Obstetrics and Gynaecology
- SALARY** : Grade 1: R1 156 308 per annum, plus benefits
Grade 2: R1 322 100 per annum, plus benefits
Grade 3: R1 534 356 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB and FCOG (Obstetrics and Gynaecology). Registration with the HPCSA as a specialist obstetrician and gynaecologist.
- DUTIES** : The successful candidate will work predominantly in the obstetric unit of the department but will be required to assist with general gynaecological services at Steve Biko Academic Hospital and its referral hospitals. This includes allocation of after-hours services. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES** : Prof P Soma-Pillay Tel No: 012 354 2366

- APPLICATIONS** : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/239** : **MEDICAL SPECIALIST REF NO: SBAH 0021/2023 (X1 POST)**
Directorate: Internal Medicine
- SALARY** : Grade 1: R1 156 308 per annum, plus benefits
Grade 2: R1 322 100 per annum, plus benefits
Grade 3: R1 534 356 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
: MMed or FCP qualification in Internal Medicine. Proof of registration as an Independent Medical Specialist Physician with the HPCSA. Not for a sub-specialty fellowship. Ability to work with all Unit members e.g Endocrinologist, Nephrologists, Gastroenterologist, Rheumatologist, Pulmonologists, Infectious Diseases, Specialist Physicians, Registrars, MO's, Students, Interns and fulfill the University criteria in doing clinical research and teaching pre and post graduate students. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
- DUTIES** : In- and outpatient service delivery in General Internal Medicine: ward rounds, out-patient clinics, consultations and calls as per call roster. Implement and monitor adherence to National Core Standards (norms and standards). Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g death certificates). Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and the Medical ICU. Academic: training, supervision of Registrars, MO's, Interns and Students. Conducting clinical training, ward rounds and giving small group tutorials as well as lectures. Participate in exams of Students and Registrars. Act as guardian for assigned registrar. Research: Active participation in research and publishing of articles a requirement. This post is not for a sub-specialty fellowship.
- ENQUIRIES APPLICATIONS** : Ms. H Els Tel No: 012 354 2112
: must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/240** : **MEDICAL SPECIALIST (PAEDIATRICS SURGERY) REF NO: REFS/016506 (X1 POST)**
Directorate: Clinical Services
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive package)

		Grade 2: R1 322 100 per annum, (all-inclusive package) Grade 3: R1 354 356 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Dr George Mukhari Academic Hospital MBCbB & MMed degree or a relevant postgraduate qualification in Paediatrics Surgery and current registration with the HPCSA as a Medical Specialist in Paediatrics Surgery. Grade 1: No experience required after registration with HPCSA as Medical Specialist in Paediatrics Surgery. Grade 2: a minimum of five (5) years appropriate experience after registration with HPCSA as Medical Specialist in Paediatrics Surgery. Grade 3: a minimum of Ten (10) years appropriate experience after registration with HPCSA as Medical Specialist in Paediatrics Surgery. current registration for 2023/2024 financial year is required. Form part of the after-hours specialist cover for the Paediatrics Surgery Department, to provide a 24hr clinical service Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good inter personal, leadership, administrative, Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) is expected.
<u>DUTIES</u>	:	Ensure effective and efficient clinical service delivery within surgery department. Ensure clinical and co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof Koto Tel No: (012) 521 4153/4150 can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	03 April 2023
<u>POST 10/241</u>	:	<u>MEDICAL SPECIALIST (GENERAL SURGERY) REF NO: REFS/016561 (X2 POSTS)</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1: R1 156 308 per annum, (all-inclusive package) Grade 2: R1 322 100 per annum, (all-inclusive package) Grade 3: R1 354 356 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital

- REQUIREMENTS** : MBChB & MMed degree or a relevant postgraduate qualification in General Surgery and current registration with the HPCSA as a Medical Specialist in General Surgery. **Grade 1:** No experience required after registration with HPCSA as Medical Specialist in General Surgery. **Grade 2:** a minimum of five (5) years appropriate experience after registration with HPCSA as Medical Specialist in General Surgery. **Grade 3:** a minimum of Ten (10) years appropriate experience after registration with HPCSA as Medical Specialist in General Surgery. current registration for 2023/2024 financial year is required. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative, Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) is expected.
- DUTIES** : Ensure effective and efficient clinical service delivery within surgery department. Ensure clinical and co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
- ENQUIRIES** : Prof Koto Tel No: (012) 5214153/4150
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 03 April 2023
- POST 10/242** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016518 (X1 POST)**
Directorate: Paediatric Surgery
- SALARY** : R858 528 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA AS Medical Officer and must be post Community Service. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patients. 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 National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary 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 of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr. D.S Harrison Tel No: (011) 933 8138
 : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.

CLOSING DATE

: 03 April 2023

POST 10/243

: **MEDICAL OFFICER GRADE 1 (EMPLOYEE HEALTH AND WELLNESS)**
REF NO: REFS/016519 (X1 POST)
 Directorate: Employee Wellness Program

**SALARY
CENTRE
REQUIREMENTS**

: R858 528 per annum, all-inclusive package
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Appropriate qualification that allows registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA). At least three (3) years' experience as a medical officer in Public Health Care Sector and five (3) years' experience in Primary Health Care, HAST Management. Clinical skills in patient care. A post graduate Diploma or Certificate in HIV/AIDS Management is an advantage. Competence/knowledge/skills: Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people

at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Knowledge and application of Batho Pele Principles. Knowledge of relevant Public Service regulations, policies, acts and procedures. Compliance with budgeting, Quality assurance, Ideal Hospital and National Core Standards, Health and Safety and Infection Control principles.

DUTIES

: Provide a Comprehensive Primary Health Care Services including HIV/AIDS management. Application of protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programme. Provide emergency care for injuries that happen on duty and oversee medical reports for injuries on duty that are treated in the hospital and to ensure that they are completed by a treating doctor in accordance with COIDA. Assess employee's mental and physical ability to continuously perform job functions in order to assist line management with incapacity procedures. Develop policies, protocols and standard operating procedures for the unit. Stay abreast with organisation developments. Provide an advisory and support service to management in respect of primary health care related matters. Write referral letters of employees to an external service provider where necessary. Improve quality of care by providing appropriate clinical care. Implement and monitor adherence to National Core standards (norms and standards). Participating in multidisciplinary team to manage patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Reduce medical litigation by exercising good clinical ethics. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES

: Ms. F. Ndebele Tel No: (011) 933 0138

APPLICATIONS

: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational

Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.

- CLOSING DATE** : 03 April 2023
- POST 10/244** : **DEPUTY MANAGER NURSING PN-A8 REF NO: DMN/2022/03/04**
Directorate: Mental Health Programmes
- SALARY** : R856 272 per annum, (all-inclusive package)
- CENTRE** : JHB Health District
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse. One-year qualification in Advanced Psychiatric Nursing Science 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/recognizable experience at management level in Psychiatric Nursing. Registration with SANC. Applicant must be in a possession of a valid South African driver's license, must be able to work under pressure, have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resource management skills. Applicants should be prepared to undergo pre-employment and periodic medical surveillance as part of the employment conditions. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
- DUTIES** : Conduct a situational analysis of mental health in the district which includes Population Profile, Map and report of public, non-governmental organizations (NGOs), private, mental health related Public Benefit Organizations, and traditional health services, Status of Information Technology in the District Budget plan. Based on the situational analysis report, develop an action plan towards improvement in mental health coverage and mental health process of care and care outcomes including Primary Health care services, Community Psychiatry district allied health workers, NGOs and Community Health Workers. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies including suicide and substance use disorders prevention. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish routine ongoing training and supervision for PHC and mental health teams. Establish referral pathways and coordination with all stakeholders. Include Monitoring & Evaluation through appropriate tools and indicators. Implementation of the operational plan. Inter-sectoral and inter-disciplinary collaboration and coordination. Monitoring and evaluation through quality assessments and tools. Develop research and translate into improved services. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of mental health care programs. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to mental health care. Utilize information technology and other management information systems to manage mental health information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective mental 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 district, district hospitals and contracted care services. Coordinate mental health related research and development. Manage staff performance and development.
- ENQUIRIES** : Ms. L. Matlala Tel No: 011 694 3708
- APPLICATIONS** : must be submitted only through this email: 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. 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** : 07 April 2023
- POST 10/245** : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: REFS/016461 (X1 POST)**
Directorate: Finance and SCM
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all-inclusive package)
: Leratong Hospital
: Relevant Degree/BTech or National Diploma with Advanced Diploma in Financial Accounting or Financial Management (NQF 7) or equivalent. Ten (10) years relevant experience in Finance and Supply Chain Management of which 3 years must be at an Assistant Director level. Additional qualification in Supply Chain Management will be an added advantage. Experience of financial management in a hospital will be an added advantage. Computer efficiency and driver's license essential. Extensive knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Policies and Procedures, Resource Management, Change Management as well as Risk Management. Leadership skills, problem solving skills, time management, strategic and operational planning, project management skills, good communication skills, policy analysis and development, client orientation and customer focus. Numerical and analytic.
- DUTIES** : Develop a business (operational plan in line with the strategic objectives of the department and hospital: Monitor the implementation of the business plans, organize and control activities. Develop operational standards and ensure the attainability/sustainability of these standards. Compile monthly, quarterly, and annual reports. Financial Management: Render an effective financial management process in line with PFMA. Compile annual budget projections and ensure that budget preparations are in line with the strategic plans and hospital objectives. Plan and prioritize expenditure in line with the budget. Monitor expenditure trends through monthly and quarterly reports. Manage revenue collection by maximizing debt recovery methods to obtain targets. Ensure that reports are generated and submitted to the CEO and Central Office. Manage the implementation of Policies, Practices, Procedures based on PFMA directives and Treasury Regulations: Ensure effective management of the implementation of Policies, delegations, Audit recommendations and procedures. Ensure effective internal controls and compliance to policies, procedures, and regulations. Develop financial and supply chain communication strategies and systems for the hospital. Compile and evaluate audit action plans monthly and submit to management for reviews. Develop, implement, maintain, and capacitate effective transversal Financial System (BAS/SAP/SRM): Manage the authorisation of payments on the SAP/SRM/BAS Systems. Manage and authorise financial reports (in Year Monitoring, Non-negotiables). Manage and authorise the monthly reconciliation of BAS/PAAB and various other recons like No 2 account, Petty Cash, Fruitless/Wasteful irregular expenditure, losses etc. Ensure effective risk management within the institution. Provide an effective Supply Chain Management: Monitor and evaluate demand and acquisition management to determine compliance and the achievement of desired outcomes. Manage the procurement of medical, non-medical commodities and equipment. Develop systems and procedures for the managing of medical stock and equipment.

Ensure compliance with Legislation, Policies and Prescripts with regards to the procurement of goods and services. Monitor and ensure proper updating of the asset register. Ensure compilation of demand plans and procurement plans. Ensure that reports are generated and submitted to the CEO and Central Office. Effective management of human resources in the finance and supply chain departments.

ENQUIRIES : Dr. D.P Moloi Tel No: 011 411 3531
APPLICATIONS : 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) (only when shortlisted). 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 : 03 April 2023

POST 10/246 : **DEPUTY DIRECTOR: ADMIN SUPPORT AND LOGISTICS REF NO: REFS/016525 (X1 POST)**
Directorate: Admin Support and Logistics

SALARY : R766 584 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : A recognized 3 years Bachelor's degree or National Diploma in Public Management /Administration or Health Sciences with at least 10 Years' experience in the relevant field of which 3 Years must be at an Assistant Director/Management Level. Experience on Middle Management level in a Hospital setup will be an added advantage. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the hospital Laundry, Cleaning, Accommodation, Fleet Management and Security Services. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management.

DUTIES : Will be responsible for management and the administration of Laundry, Cleaning, Accommodation, Fleet Management and Security Services of the hospital. Ensure that the sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the

departmental and institutional objectives and provision of staff development where and when needed. Maintenance of a well-managed laundry services which is characterised by provision of adequate quantities and quality linen to the end user on request. Maintenance of well-managed internal cleaning services which will bring in clean and neat wards, offices and any other location that is used by the hospital. Management of accommodation both residential and workspace. Management of hospital fleet. Maintenance of well-managed security services which will bring in a safe and sound environment for staff, clients, visitors and other resources and property in the hospital. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs

ENQUIRIES : Mr. DP Malahlela Tel No: (012) 529 3693
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed. Section E and G: noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached" this is acceptable as long as the CV has been attached and provides the required information. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

POST 10/247 : **ASSISTANT MANAGER NURSING-AREA (PHC SPECIALTY) REF NO: JHB/D/A1**
 Directorate: Nursing

SALARY : R642 942 per annum, (plus benefits)
CENTRE : Sub District D (Soweto Clinics)
REQUIREMENTS : A Basic R425 qualification (i.e., Diploma/ degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. Currently Registered with the SANC as Professional Nurse. A Post basic qualification with a duration of at least 1 year accredited with the SANC in the specialty relevant to PHC setting. A minimum of 10 years appropriate/ recognizable 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/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Other skills/requirement: Knowledge of the application of nursing act, Public Service Regulations, Basic Condition of Employment Act, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Human resource management; Leadership, organizational, decision making and problem-solving skills. Understanding the

application of Batho Pele Principle. Patient's Rights Charter and quality assurance system. Ability to communicate (verbally and written). Good people management and presentation skills. interpersonal social mobilisation, networking and report writing as well as Team building and Policy formulation. Computer literacy and a valid Driver's license are essential.

DUTIES

: Demonstrate effective communication with patients, supervisors, other Health Professionals, and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, and religious differences. Be able to manage own work, time, and that of junior colleagues to ensure proper nursing service delivery. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations to enhance service delivery. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level. Support all clinics to adhere to effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms, and standards within the clinics. Support clinics to adhere to the Office of the Health Standards Compliance requirements, Ideal clinic compliance and support PHC re-engineering program implementation at all clinics. Support management and control of Human, Financial and material resources. Monitor utilization of budget to ensure that the clinics 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 managers and staff. Administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly reports, annual reports and any other required report using the expected submission standard. Manage implementation of Infection Prevention and Control guidelines. Oversee implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.

ENQUIRIES

: Ms. M Mazibuko Tel No: (011) 527 1086 / (010) 345 4324

APPLICATIONS

: must be submitted only through this email: SubDistrictD.JobApplications@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 (only when shortlisted). 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

: 06 April 2023

POST 10/248

: **OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: JHB/D/M1 (X1 POST)**
Directorate: Nursing

SALARY CENTRE

: R588 378 per annum, (plus benefits)
: Moroka Clinic

REQUIREMENTS

: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council

(SANC) as Professional Nurse. Currently Registered with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANC. A minimum of 09 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.

DUTIES

: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal Clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions 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. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Participate in implementation of COVID19 vaccination and compliance to guidelines thereof. General administration duties and management soft skills is mandatory.

**ENQUIRIES
APPLICATIONS**

: Ms. M. Mazibuko Tel No: (011) 984 4120
: must be submitted only through this email: SubDistrictD.JobApplications@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 (only when shortlisted). 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

: 06 April 2023

POST 10/249

: **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: REFS/016520 (X1 POST)**
Directorate: Paediatrics Oncology

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A

minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in the Paediatrics department. The applicant should be in possession of a post basic qualification in Oncology nursing science with the minimum of one-year post qualification. A post basic qualification in Nursing Administration will be an added advantage. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, Ideal Hospital Realization framework and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES

: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of the Ideal Hospital and Realization framework. Manage and monitor effective utilization and supervision of human, financial and material resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research, and self-development. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Mr. NB Mulaudzi Tel No: (011) 933 0134/
: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.

- CLOSING DATE** : 03 April 2023
- POST 10/250** : **ASSISTANT DIRECTOR (DIAGNOSTIC RADIOGRAPHY) REF NO: REFS/016397 (X1 POST)**
Directorate: Clinical Support
- SALARY CENTRE REQUIREMENTS** : R540 840 per annum, (plus benefits)
: Dr. George Mukhari Academic Hospital
: Appropriate Qualifications i.e. A Bachelor`s degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional Council of South Africa (HPCSA). A minimum of five (5) years appropriate experience after registration with HPCSA as an independent practitioner of which three (3) years must be of appropriate managerial/supervisory experience in Diagnostic Radiography. A post graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Good communication, organizational and conflict resolution skills. Valid driver`s license. Overall Management of the Radiography department. Ensure provision and management of a 24-hour Service delivery. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the health sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standard, Quality assurance programme and strategic management. Knowledge and experience of supply chain management processes, Finance management and human resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- DUTIES** : Assist and support radiography managers at all levels of care in GDOH. Develop and monitor implementation of relevant policies and guidelines. Conduct training needs and analysis for all the professionals. Facilitate the CPD programmes for as per year planner and as needs arises. Conduct quality assurance assessment in various institutions to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration services across all levels of care. Foster partnership with HPCSA, SAHPRA and other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD for training related matters. Coordinate the tender processes for procurement of equipment. Perform ad-hoc duties allocated by management team.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at

www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E and G should be ignored if the required information is attached on CV. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- ENQUIRIES APPLICATIONS** : Dr. NME Sithole Tel No: 012 529 3692
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- CLOSING DATE** : 03 April 2023. Closing time will be 12H00 on the closing date.
- POST 10/251** : **RADIOTHERAPY RADIOGRAPHER REF NO: SBAH 0022/2023 (X7 POSTS)**
 Directorate: Radiation Oncology
- SALARY** : Grade 1: R413 688 per annum, plus benefits
 Grade 2: R487 305 per annum, plus benefits
 Grade 3: R574 020 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
 : BSc Radiography Diagnostic and Honours Radiotherapy or National Diploma Diagnostic and National Diploma Radiotherapy. Current registration with the HPCSA as a Radiotherapy Radiographer and **Grade 1:** 4 years' appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 2:** 14 years' appropriate experience after registration after registration with the Health Professional Council (HPCSA) as Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** 24 years' appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography. Comprehensive knowledge and working experience in VMAT and Stereotactic Radiosurgery. Grade 1: Hardworking individual with good interpersonal skills (Communication within the team and with patients is very important). Be able to take instructions from senior radiographers as well as still be able to voice opinions. Must be able to work in a stressful environment. Grade 2: All of the above as well as show some leadership skills and be a team leader. Take responsibility and hard working. Be able to teach/mentor students. Grade 3: All of the above as well as have managerial skills, high level of responsibility. Be able to solve problems in the area of work. Provide assistance to the manager when required.
- DUTIES** : Delivery of radiation treatment including VMAT and stereotatic treatments. Set up patients using guided equipment (AlignRT). Participate in localization and treatment planning procedures. Apply excellent patient care by attending to patients physical and emotional needs. Provide required information to patients and their families. Perform administrative duties. Organize work flow in duty area. Grade 2-3 Discipline and conflict management of junior staff members. Clinical guidance and evaluations of students.
- ENQUIRIES APPLICATIONS** : Ms. P Pillay Tel No: 012 354 2309
 : must be submitted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/252** : **SOCIAL WORKER SUPERVISOR REF NO: REFS/016521**
Directorate: Employee Health and Wellness
- SALARY** : R401 691 per annum, plus benefits
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Social Science/ Work, Registered Counsellor, or Psychology. Registration with the Professional Body of Health Professions Council of South Africa. Five (5) years' relevant experience in an Employee Health and Wellness Department. Knowledge/skills/competency: Knowledge and understanding of Employee Health and Wellness (EHWP) strategic framework for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Public Service Act and Regulations. Functional knowledge of mainstreaming HIV/AIDS and TB. Knowledge of the PILIR and PRAAD policy. Must have people management skills, must have ability to interpret and apply legislation, policies, and strategies. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, report writing, program design and implementation skills, good presentation skills, assessment /diagnostic skills, problem-solving, project management, analytical skills, innovative, quality orientated and computer literacy.
- DUTIES** : Coordinate the Employee Health and Wellness Programme in line with the Department of Public Service and Administration (DPSA) Strategic Framework. Develop, implement, and review the Employee Health and Wellness Programme strategies. Coordinate the implementation of wellness, HIV/AIDS and TB programmes, projects, and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate and conduct stress management workshops, relationships management workshops or training, financial management and debt control. Oversee the functioning of sports and other physical and recreational activities. Oversee the functioning of bereavement committee. Conduct staff satisfaction survey, analyse, evaluate data, and communicate information, statistics and results Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme.
- ENQUIRIES** : Ms. F Ndebele Tel No: (011) 933 8176
- APPLICATIONS** : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications,

service certificate 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.

CLOSING DATE : 03 April 2023

POST 10/253 : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT**
 Directorate: Facility Management Unit
 Kindly note that this post is a re- advertisement; previous applicants are encouraged to re-apply.

SALARY : R393 711 per annum (Level 09), plus benefits
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or construction. A valid Driver's license. Seven (7) years appropriate experience, three of which should be at supervisory level - facility management experience in Public Health will be added advantage. Experience in social facilitation, community and stakeholder liaison (clients / stakeholders) and conflict management. Knowledge and skills: Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Resolutions, Public Service Delivery Documents, Performance Management Development System, National Building Regulation and Building Standard Act, Construction Manual, Ribbon Development Act, Public Finance Management Act, Occupational Health and Safety Act, sound knowledge of Supply Chain Management processes Numeric, Good communication and interpersonal relations, Programme and project management, Project design and analysis, Legal and operational compliance, Analytical and problem solving, Negotiations and conflict resolution, Sound report writing. Presentation, Creative and innovative. Ability to work independently and under pressure, to interact with stakeholders on various levels.

DUTIES : Provide day-today maintenance by ensuring that all fixtures are in safe working condition inside and outside the hospital buildings. Adherence to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Compile, implement and report the day-today minor Projects Implementation Plan. Conduct periodic inspections on the hospital building. Compile and report on Statutory and Major Projects Implementation Plan. Ensure the implementation of turnaround strategy of the maintenance of the Hospital. Scrutinize specifications in consultation with the inspectors of the Department of Infrastructure and Development (did) both local and central office. Develop maintenance strategy and Implementation of policy guidelines, norms and standards according to regulatory framework. Perform preventative maintenance in the Hospital and ensure that checklists are completed. Liaison with DID regarding major maintenance within the hospital. Compile weekly and monthly reports and present to the Hospital Maintenance Committee and Management Committee. Assist with monitoring of all statutory Projects and

onsite contractors, Liaison with all stakeholders including Environmental Health Practitioners. Allocate Parking space to the staff members and manage staff information (Parking and Accommodation). Perform routine inspections of immovable assets in the Hospital. Ensuring availability of diesel, oxygen, coal, visual gas and other supplies. Ordering of Material, stock and equipment for the unit. Managing the FMU stock control and storeroom. Provide a neat, safe and cleaning environment that complies with OHS Regulations. Ensure effective management of immovable assets of the Hospital. Ensure the contracting and evaluations of staff according to PMDS Policy.

**ENQUIRIES
APPLICATIONS**

: Dr E.H.L Mpshe Tel No: (012) 318 6502
 : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. 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. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 03 April 2023

POST 10/254

: **PHYSIOTHERAPIST GRADE1 REF NO: REFS/016522 (X2 POSTS)**
 Directorate: Physiotherapy

**SALARY
CENTRE
REQUIREMENTS**

: R332 427per annum, plus benefits
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows for registration with HPCSA as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. Experience in a tertiary academic hospital, ICU experience, post-graduate qualification and/or short courses in Physiotherapy will be added advantages. Competencies/knowledge/skills: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, planning & organizational skills, networking & liaison skills, basic Physiotherapy clinical skills, research skills, analytical skills, presentation skills. Computer literacy (Ms Word, Ms Excel). Ability to work as a member of a multidisciplinary team. Effective interpersonal skill, planning & organizational skills, and leadership qualities.

DUTIES

: Render effective patient centred Physiotherapy services for in- and outpatients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to national, provincial, institutional, and departmental policies, procedures, regulations, guidelines, and SOP's. Work with colleagues and provide relieve as and when the need arises. Work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision, and participate in performance management and development (PMDS). Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards such as record keeping, data collection, assist with budget control, asset management, etc. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders.

<u>ENQUIRIES</u>	:	Mrs. E Haarhoff Tel No: 011 933 8927
<u>APPLICATIONS</u>	:	can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	03 April 2023
<u>POST 10/255</u>	:	<u>HEALTH AND SAFETY OFFICER REF NO: CHBAH 638 (X1 POST)</u> Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R269 214 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Grade 12 and a relevant Diploma in Occupational Health and Safety. A minimum of 2 years recognisable experience as an Occupational Health and Safety Officer. Basic certificates in HIRA / Incident Investigator / Legal liability and ISO 45001 Occupational Health & Safety Management systems will be advantageous. Knowledge/Skills/Competency: Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA), Public Sector Risk Management framework. OHS ACT No 85 OF 1993 and regulations, National Health Act 61 of 2003, Environmental Health norms and standards. Good communication (Verbal and written), good interpersonal relationship. Computer (MS Office packages), report writing skills, knowledge of Performance Management System & Development, conflict resolution, auditing, and all relevant departmental policies and procedures. Coordinate the activities of OHS, identify risks, and perform the secretariat function of the OHS Committee.
<u>DUTIES</u>	:	Developing, implementing, and improving health and safety management system in the workplace. Ensuring compliance with the relevant health and safety legislation. Conduct Hazards Identification Risk assessment to ensure safety for the facility. Conduct regular inspections and OHS audit to ensure

compliance with the OHS Act. Form an integral part of OHS committee and ensure commencement of OHS meetings Develop a risk assessment and update the hospital risk register with relevant stakeholders. Investigate OHS complains and provide reports and Quality improvement plan to management. Conduct incident investigation or any occupational diseases in collaboration with the OHS clinical programme coordinator. Ensure overall supervisory, coordination, implementation and monitor compliance of SHERQ programmes. Develop an emergency preparedness plan and ensure drills are conducted. Conduct OHS trainings and promote OHS culture in the facility. Work in collaboration with facility Manager to ensure that all contractors have safety files prior to handing over of site. Ensure a culture of innovation and performance. Ensure that the occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and ensuring that the hospital is compliant in terms of fire safety. Work with Supply Chain Management to ensure procurement Personnel Protective Equipment's for employees.

ENQUIRIES : Ms F Ndebele Tel No: (011) 933 0138/0142
APPLICATIONS : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.

CLOSING DATE : 03 April 2023

POST 10/256 : **ADMINISTRATION OFFICER REF NO: REFS/016494 (X1 POST)**
 Directorate: Supply Chain Management (SCM)

SALARY : R269 214 per annum (Level 07), (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in office Administration, Public Management, Public Administration, Business

Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES APPLICATIONS

: Ms EL Letshwiti Tel No: (012) 529 3515
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails

reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/257

: **ADMINISTRATION OFFICER REF NO: REFS/016496 (X1 POST)**
Directorate: Nursing Services

SALARY

: R269 214 per annum (Level 07), (plus benefits)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES

: Dr. FF Mafisa Tel No: (012) 529 3873

APPLICATIONS

: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV

has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/258

: **ADMINISTRATION OFFICER REF NO: REFS/016484 (X1 POST)**
Directorate: Information Communication and Technology (ICT)

SALARY
CENTRE
REQUIREMENTS

: R269 214 per annum (Level 07), (plus benefits)
: Dr George Mukhari Academic Hospital
: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES
APPLICATIONS

: Mr. A Malepane Tel No: (012) 529 3065
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is

consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/259

: **ADMINISTRATION OFFICER REF NO: REFS/016482 (X1 POST)**
Directorate: Human Resource Management (HR)

SALARY

: R269 214 per annum (Level 07), (plus benefits)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the

directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES : Ms. TC Mnguni Tel No: (012) 529 3164
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 03 April 2023

POST 10/260 : **ADMINISTRATION OFFICER REF NO: REFS/016479 (X1 POST)**
 Directorate: Finance

SALARY : R269 214 per annum (Level 07), (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks

within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's office. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

**ENQUIRIES
APPLICATIONS**

: Mr. LW Mokoena Tel No: (012) 529 3690
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/261

: **ADMINISTRATION OFFICER REF NO: REFS/016499 (X1 POST)**
 Directorate: Clinical Services

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07), (plus benefits)
 : Dr George Mukhari Academic Hospital
 : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology

and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

**ENQUIRIES
APPLICATIONS**

: Dr. MC Holm Tel No: (012) 529 3876
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

- POST 10/262** : **ADMINISTRATION OFFICER REF NO: REFS/016478 (X1 POST)**
 Directorate: Admin Support and Logistics
- SALARY** : R269 214 per annum (Level 07), (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).
- ENQUIRIES** : Mr. DP Malahlela Tel No: (012) 529 3693
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that

the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 03 April 2023
- POST 10/263** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: SBAH 0023/2023 (X1 POST)**
Directorate: Pharmacy
- SALARY** : R217 854 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Registration with the South African Pharmacy Council as a qualified Post Basic Pharmacist Assistant for a period of 0 to 5 years.
- DUTIES** : Stock control of medicine which includes, ordering, receiving, issuing and maintenance of stock. Compounding or preparation of sterile or non-sterile medicines in accordance with standard operating procedures. Provisioning of information. Reading and preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instruction regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services. Recording of all transactions in accordance to the standards operating procedure. Compliance to Good Pharmacy Practice. Performing of afterhours service when required.
- ENQUIRIES** : Ms. L Deysel Tel No: 012 354 1282
- APPLICATIONS** : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/264** : **SECRETARY REF NO: SEC01/03**
Directorate: Office of the Chief Executive Officer
- SALARY** : R181 599 per annum (Level 05), plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Must have Grade 12/Matric certificate with 5 years working as a Secretary or a diploma/degree in secretarial/or office administration with 3 years' experience working as Secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook and use of the Internet). Good communication skills – both verbal and written, have good interpersonal skills, Ability to work independently and in teams and to multi-task. Ability to act with tact and discretion, work independently and as a team member. Ability to work under pressure. Knowledge of relevant departmental policies and protocols and the Public Service Act. Event coordination, general office administration, document and file management, and organising skills. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed. Experience in rendering support to senior management would be an added advantage.
- DUTIES** : Provide secretarial, office administration, support and coordination in the office of the CEO. Responsible for diary management, attending to telephone calls & enquiries, setting up meetings, documents & record management and typing of documents. Capture and keep safe records such in the office of the CEO.

Minute-taking during meetings, preparation of agenda and distribution of minutes. Provide logistical support such as arrange functions, venues, refreshments, etc. Set up and maintain paper & electronic filing systems records, correspondence and other materials. Responsible to order and dispense office supplies. Execute receptionist and general administrative duties in the CEO's office.

- ENQUIRIES** : Ms. MS Raphalo Synthia.Raphalo@wits.ac.za
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications 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 SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 07 April 2023

PROVINCIAL TREASURY

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



- APPLICATIONS** : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 04 April 2023 @12H00
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked

Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). 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

OTHER POSTS

- POST 10/265** : **DEPUTY DIRECTOR: FINANCIAL BUSINESS SYSTEMS REF NO: GPT/2023/03/01**
Directorate: Financial Business Systems
- SALARY** : R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Computer Science/ Information Technology/ Informatics/ Financial Information Systems/ Finance or Statistics. Mathematics. Minimum 3-5 years' development experience as BI developer in data extraction, transformation, modelling and data visualization modelling of financial data relating to General Ledger, Accounts payable, Trial balance information and related master data. Minimum 3-5 years' professional reporting experience as a business intelligence developer using BI tools: QlikView, or Microsoft Power BI or SAAS or SQL and integrating with various data source using Single Configurator, Extension. Proactive individual with good verbal and written communication skills. Innovative, creative and futuristic thinking capabilities. Ability to communicate with internal, external stakeholders. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Honesty & Integrity. Understanding of the National Treasury Auditor download files will be an added advantage.
- DUTIES** : Create new BI applications to provide business insights as required by the various departments. Develop multidimensional semantic layer and BI query objects for system end users. Maintain existing Qlik applications to ensure that any database changes or business logic changes reflect in all relevant reports. Maintain and develop BI applications Transact-SQL queries/ views, stored procedures, functions and optimize SQL queries to enhance system performance. Ensure that database designs are consistent with information architecture and information management Standards as well as industry standards. Create new applications, improve those that already exist, add new features, and modify the operation existing business applications to meet user needs. Identify data sourcing, maintenance of existing reports, whilst ensuring integration across data cubes. Collaborates with business units, business analyst, and management to assess information and resource needs. Participate in the analysis and selection of innovative technology solutions, as well as the development of prototypes. Identify and enhance data quality processes and procedures continuously to eliminate negative impacts on data and business reporting.
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: (011) 227-9000
- POST 10/266** : **DEPUTY DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2023/03/02**
Directorate: Municipal Accounting, Reporting and Asset Management
- SALARY** : R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Financial Management/ Accounting/ Auditing/Internal Auditing/ Cost Management or Cost Accounting. 3-5 years' supervisory and people management experience. 5 years of experience in Asset Management. At least

		3 years working experience in local government or Provincial Treasuries' MFMA Unit. Knowledge of Public Service Act and Regulations, SA Constitution, Disaster Management Act, Electricity and Water Act, Municipal Finance Management Act and Regulations.
<u>DUTIES</u>	:	Manage and provide leadership to the sub-directorate. Provide and manage the monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required includes inventory management. Manage the monitoring, evaluation and reporting on compliance by municipalities with asset practices against the legislated prescripts. Provide and manage support to municipalities pertaining to municipal asset management.
<u>ENQUIRIES</u>	:	Ms. Kgothatso Sikhosana Tel No: 011 227 9000
<u>POST 10/267</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPT2023/03/03</u> Directorate: Corporate Services
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/ Human Resource Development/ Public Management. 3-3-5 years' experience in HR Management/ Development at a junior management level (ASD) in HR Development or and Management field. Knowledge of Public Service Act and Regulations.
<u>DUTIES</u>	:	To coordinate, facilitate and monitor the provision of staff training and development including induction and orientation of newly appointed employees. Implement training interventions in line with training calendar/WSP. Manage the implementation of youth developmental programme. Manage the implementation of Adult Education Training (AET). Compile and submit training reports to internal and external stakeholders. Present quarterly training plans and reports to Skills Development Committee. Develop, submit and implement WSP/ATR. Conduct training needs analysis. Present WSP&ATR to Skills Development Committee. Develop and communicate training calendar to employees. Liaise with relevant SETAs. Manage the implantation of the Internal and External Bursary Programme. Ensure bursary adverts are compiled and issued out timeously. Conduct a bursary briefing sessions to new bursary holders. Ensure bursary files are audited. Ensure bursary data are captured and updated on PERSAL and database timeously; Manage payment of invoices to institutions & books stores. Ensure timeous debt recovery for defaulters. Ensure proper bursary transfer/take-over. Facilitate vocational work for external bursaries. Management of Performance Management and Development System. Ensure compliance to the PMDS policies, guidelines, and regulations. Facilitate workshops and workshops and roadshows on PMDS documents, templates, etc. Ensure that Performance incentives are paid as prescribed. Manage training budget. Amend/draft HRD/PMDS policies and/or Standard Operating Procedures.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227-9000
<u>POST 10/268</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: GPT2023/03/04</u> Directorate: Municipal Supply Chain Management
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Financial Management/ Accounting/ Auditing/ Cost Management/ Cost Accounting/ Logistics/ Supply Chain. Minimum of 3 years' experience in Junior Management level. Minimum of 5 years' experience in Supply Chain Management environment. Minimum of 2 years' experience in Local Government or minimum of 2 years' experience in Provincial Treasury in the MFMA environment. Must have knowledge of PFMA, knowledge of MFMA, Preferential Procurement Policy Framework Act (PPPFA) and regulations,

		Provincial Treasury policies and guidelines, Commercial Law principles/ procedures, Contract Law principles/ procedures, Public Service Regulatory Framework, Broad Based Black Economic Empowerment Act (BBBEE), and BEE Code of Good Practice.
<u>DUTIES</u>	:	Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework. Provide advice, guidance, and remedial actions on SCM issues and monitor remedial actions. Manage the component.
<u>ENQUIRIES</u>	:	Ms. Khensani Chauke Tel No: (011) 227-9000
<u>POST 10/269</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: GPT/2023/03/05 (X3 POSTS)</u> Directorate: Local Government Financial Services
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 07) as recognised by SAQA in Public Finance/ Local Government Finance/ Economics/ Public Administration with specialization in Local Government. 3 years' experience as junior management level. Minimum of 5 years working experience in fiscal planning and policy/ research/ economics. At least 2 years' experience in the local government or Provincial Treasury MFMA environment. Knowledge of National and GPG Treasury Regulations, PFMA, MFMA, Public Service Act and Regulations. Skills advanced excel, project management, scientific writing, policy analysis, contract management, budget information and budget analysis.
<u>DUTIES</u>	:	Review and development of new and existing local government finance policies. Liaisons with all internal and external policy and research stakeholders. Research and develop policy development around tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments. Compile and present Fiscal and Capital planning alignment implementation information statement rated on/to TMR linked to IDP, SDBIP and BEPP. Co-ordinate, present and participate in the IDP Review and Engagement sessions hosted by COGTA and Gauteng planning Commission engagements with municipalities. Hosting of information-sharing and learning forums such conferences, workshops and consultations relating to the development of relevant sector policies. Undertaking research and the drafting of research reports on issues relating to the local government financial governance and finance policy.
<u>ENQUIRIES</u>	:	Ms. Khensani Chauke Tel No: (011) 227-9000
<u>POST 10/270</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL COMPLIANCE AND IGR REF NO: GPT/2023/03/06</u> Chief Directorate: Municipal Compliance and Financial Management Support
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Finance/ Local Government Finance/ Financial Management/Accounting/Economics/Auditing/ Internal Auditing/ Cost Management/ Management Accounting or Cost Accounting. 5 years of work experience in Local Government Finance/ Local Government Financial Governance /Provincial/ National departments monitoring municipal finances/ financial governance. 3-5 years supervisory or people management experience (junior management level in local government finance/local government financial governance).
<u>DUTIES</u>	:	The incumbent will be responsible for: Managing the sub directorate. Manage the monitoring of establishments of the Financial Disciplinary Boards. Monitor MFMA compliance and implementation of Municipal Annual Reports, Municipal Oversight Reports, Information to be placed on the website of municipalities, Minimum Competency Levels of Municipal Officials, Municipal Financial Management Internship Programme. Manage the promotion of the adoption of the Financial Management Capability Maturity models within the directorate

and in collaboration with other Chief Directorates within GPT. Working with COGTA and other Chief Directorates within Gauteng Provincial Treasury monitor the recoverability of UIFW Expenditures by Gauteng Delegated municipalities. Conducts assessments, write reports and consolidate MFMA Reporting Requirements Reports, and present own findings to management and external stakeholders. Co-chair the Interns Forum. Manage the coordination of the MFMA Internal Steering Committee and CFO Forum. Represent the Directorate in all Directorate related IGR engagements.

- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: 011 227 9000
- POST 10/271** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2023/03/07**
Directorate: Gauteng Audit Services
- SALARY** : R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing. 3-5 years of experience at junior managerial level (ASD) in Internal Audit. 5-6 years' experience in internal quality assurance. Knowledge of Departmental policies and procedures. Public Finance Management Act. Treasury Regulations. DPSA Frameworks and IIA Standards.
- DUTIES** : Perform Internal Assessments (Monitor the execution of the approved annual Quality Assurance Plan, Conduct, and supervise engagement planning, Supervise and review fieldwork of the projects, consolidate draft reports, Communicating results). Update GAS Policies and Methodologies (Review of policies, methodologies, and customization of TeamMate libraries, Conduct workshops/awareness on the Policies and Methodologies of GAS). Technical Support (Attend to Teammate queries within set timeframes, provide teammate training, Provide advisory services on the IPPF). People and Staff Utilisation (Facilitate training of Interns/learners including induction, Allocation, and rotation of interns, attending to all administrative issues relating to internship program).
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: 011 227 9000
- POST 10/272** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: GPT/2023/03/08**
Directorate: Public Finance
- SALARY** : R393 711 per annum, (including benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Economics/ Statistics, specialising in Econometrics/ Informatics. A postgraduate qualification will be an added advantage. 3-5 years' experience at functional level in Economics or Statistics, relating to the main objectives/ outputs as set in section B. Experience in Statistics (Microsoft Project) and Microsoft Tools (Power BI and Excel) will be an added advantage. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Knowledge and application of Public Finance Management Act, Treasury Regulations and Division of Revenue Act.
- DUTIES** : Medium-Term Expenditure Committee, Premier's Budget Committee, Benchmark Analysis (Budget Preparation and Support). Budget, Conditional Grant, and Quarterly Assessment Analysis. Performance Management Reviews of Compensation of Employees Spending (COE) aimed towards outcomes, impact, efficiency, and productivity gains. Maintain Public Finance Shared Folder on the Server. Non-financial performance information. Knowledge Management and Cross-Cutting Responsibilities.
- ENQUIRIES** : Ms. Khensani Chauke Tel No: (011) 227-9000
- POST 10/273** : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING AND FINANCIAL REPORTING (ACCOUNTING SUPPORT) REF NO: GPT/2023/03/09 (X3 POSTS)**
Directorate: Municipal Financial Governance
- SALARY** : R393 711 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A degree (NQF Level 7) in Financial Management Accounting/Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years

		of working experience in Financial Management Accounting/ Accounting/ Auditing. At least 2 years working experience in local government or Provincial Treasuries in a similar role.
<u>DUTIES</u>	:	Assist with the management of the operations of the sub-directorate. Monitor the implementation of the accounting standards (GRAP and others) and review and report on the quality of the annual financial statements. Monitor compliance by municipalities and municipal entities with the accounting reporting framework in respect to the MFMA, the MFMA Regulations and other related Legislations. Provision of Accounting Services and Support to municipalities and municipal entities. Participation in intergovernmental relations structure (internally and externally).
<u>ENQUIRIES</u>	:	Mr. Sihle B Hlomuka Tel No: 011 227 9000
<u>POST 10/274</u>	:	<u>ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: GPT/2023/03/10</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Johannesburg A degree in Public Management/ Administration/ Governance, Public Policy/ Public Finance, Public Economics and or related field at NQF level as recognised by SAQA. 3-5 years' experience in the Fiscal Policy/ Budget Management/Public Finance areas and/or related to job content. Knowledge of MS Word, Excel, PowerPoint, Research analysis. Skills in report writing, problem solving and a team player.
<u>DUTIES</u>	:	Provide support with monitoring/implement of revenue enhancement strategy through providing inputs on revenue proposals from the departments; contributing to discussions regarding an equitable division of revenue and participate in the medium-term revenue planning process. Provide input into the transparent and effective revenue management process, through supporting departments in application of effective tools and techniques to maximize the collection of revenue owed to the province, prepare reports for revenue forums and other stakeholders, and conduct site visits to various revenue collecting institutions. Provide inputs into the development of revenue management policy and other policies relating to revenue. Collect revenue management through collecting inputs into the guidelines on best revenue practices. Conducting and supporting determination of own revenue estimates, in-year revenue adjustments for the Medium-Term Revenue and Expenditure Framework through analysing revenue budget proposals from departments and provide own revenue analysis on proposals and provide recommendations. Assist departments to explore on all potential revenue sources through collecting data and information on all revenue related matters. Assessing and reporting on the review of tariffs from departments.
<u>ENQUIRIES</u>	:	Ms. Grieta Ndala Tel No: 011 227 9000
<u>POST 10/275</u>	:	<u>AUDITOR: RISK & COMPLIANCE AUDIT SERVICES REF NO: GPT/2023/03/11</u> Directorate: Risk & Compliance Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum, (plus benefits) Johannesburg A three-year tertiary qualification (NQF Level 6) Diploma (NQF level 7 as recognised by SAQA) in Internal Auditing/Auditing/Accounting. 2 years' experience in Internal Auditing environment.
<u>DUTIES</u>	:	To execute audits in compliance with the IIA standards and GAS methodology (from Planning, fieldwork, and Reporting). Audit Project Planning. Audit Project Execution. Audit Project Reporting. People and Staff Utilisation.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: 011 227 9000

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

OTHER POSTS

- POST 10/276** : **MEDICAL SPECIALIST REF NO: DIAB&ENDOC (SUBSPEC) /1/2023**
Department: Diabetes & Endocrinology
- SALARY** : Grade 1: R1 156 308 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 322 100 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital (IALCH)
: Degree in medicine (MBCHB) and specialist registration in Internal Medicine (FCP(SA) or equivalent) and a post-graduate qualification in Endocrinology (Certificate in Endocrinology and Metabolism awarded by the College of Medicine of South Africa). Current registration as a Sub-specialist in Endocrinology. Full registration with the Health Professionals Council as a Medical Practitioner, Specialist and Sub-Specialist. Experience after registration with HPCSA as a sub-specialist, would be an advantage. Certificate of service endorsed by Human Resource Department. Experience – **Grade 1:** The appointment to grade 1 requires appropriate qualification and registration certificate with the HPCSA as a Medical Specialist in Endocrinology sub-speciality. **Grade 2:** The appointment to grade 2 requires appropriate qualification and registration certificate plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist in Endocrinology sub-speciality. **Grade 3:** The appointment to grade 3 requires appropriate qualification and registration certificate plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Endocrinology sub-speciality. Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, skills, and experience in Endocrinology. Competence in the clinical evaluation, interpretation of special investigations and management within the sub-speciality. Excellent human relations, communication, leadership and team building skills. Computer literacy. Sound negotiation, planning, organising, decision making and conflict management skills. Ability to teach undergraduate and post graduate students and participate in research and continuing professional development. Maintain satisfactory clinical, professional, and ethical standards in the Department of Endocrinology.
- DUTIES** : The incumbent of the post is expected to assist the Head Clinical Unit in the following areas: Developing and managing the designated sub-specialty services for the area. Ensure the efficient and effective provisions of in- and out-patient services. Formulate policies and procedures for clinical services as required and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives including clinical audits, morbidity and mortality reporting and reviewing clinical documentation, clinical governance procedures etc. Ensure that cost-effective service delivery is maintained within the Department of Endocrinology. Manage and direct performance and EPMDs of junior staff within the Department of Endocrinology as required actively participate in the academic programme for the training of subspecialist fellows and trainees. Clinical teaching, examination, and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Partake in outreach programmes of the unit. After-hours participation in the call roster.
- ENQUIRIES APPLICATIONS** : Dr FJ Pirie Tel No: 031 2401299
: 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.

- CLOSING DATE** : 03 April 2023
- POST 10/277** : **PRINCIPAL PSYCHOLOGIST REF NO: PRINC PSYCH/1/2023**
Department: Clinical Psychology
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 071 918 per annum, all-inclusive salary package
: Inkosi Albert Luthuli Central Hospital (IALCH)
: Master's degree in Clinical Psychology. Registration certificate with HPCSA and Current registration as a clinical psychologist. At least 3 years post registration work experience as a Clinical Psychologist. Knowledge, Skills, Training and Competence Required: Psychodiagnostic and psychotherapeutic competencies of working with adults and children within a hospital setting particularly applicable to level of care rendered at the Inkosi Albert Luthuli Central Hospital (IALCH). Knowledge and experience in behavioural medicine. In-depth knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Supervisory experience. Knowledge and competence in neuropsychology assessment and report writing. Administrative and organisational skills. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem-solving abilities. Adaptable, empathetic, assertive, self-motivated and flexible. Experience intervening with Burn Patients, Pain Management, Renal and Oncology patients and Palliative care will be an added advantage. Management experience including drawing up relevant policies and clinical protocols, financial management and HR knowledge. Strong Work ethic
- DUTIES** : To ensure effective and efficient management of all persons referred for psychological intervention at IALCH and thereby promote access to high quality psychology services. To manage and lead the Department of Clinical Psychology and ensure that safe and effective policies and procedures are in place and fully implemented to meet minimum quality standards as well as improve patient experience of care rendered by the Department. To manage training and development of staff, including orientation and induction of psychologists, capacity building and skills transfer to subordinates and other personnel at IALCH. Engage in effective communication and interaction between subordinates, other departments, personnel, consultants, colleagues, suppliers, and other service providers. To develop preventative and promotive psychological health programmes.
- ENQUIRIES APPLICATIONS** : Dr A Harrichandparsad Tel No: 031 240 1059
: 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.

CLOSING DATE

: 03 April 2023

POST 10/278

: **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: RVH PH 12/2023 (X1 POST)**
Cluster: Medical Science and Support Service

SALARY CENTRE REQUIREMENTS

: R911 406 per annum, an all-inclusive salary package
: Rietvlei District Hospital
: Grade 12 (Senior Certificate); An appropriate Bachelor's Degree or Equivalent qualification in Pharmacy; Minimum of five (5) years appropriate experience after registration as a Pharmacist with SAPC; Current registration with the S.A. Pharmacy Council; Unendorsed valid code B driver's license (code 8). Recommendations: Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution; 2 Years of Supervisory experience in the public sector will be an added advantage. Knowledge, Skills, Training And Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, good Pharmacy practice, policies and procedures, the National Drug Policy; Sound understanding of Procurement reforms and the CCMDD program; Sound knowledge of legislation relating to pharmaceutical practice in South Africa; Sound knowledge of the District Health System and National Drug Policy; Good communication, leadership, motivational, decision-making, team building, ethical, operational ,professional and supervisory skills; Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial stewardship; Knowledge of Human Resource Management, staff training and development and financial management; Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles; Effective planning, organizational, managerial and interpersonal skills. Be able to prioritize tasks and issues and comply with time frames; Have good interpersonal skills; Knowledge of the scope of practice of the various pharmaceutical staff categories and other health professional together with the attendant training requirement. Have good or detailed knowledge of the South African system for pharmaceutical, tenders and contracts, (knowledge of the pharmaceutical supply and dispensing chain is essential); Have the ability to prioritize issues and other work related matters and to comply with time frames; Be computer literate with a proficiency in MS Office Software application and have experience in RX Solution.

DUTIES

: Take responsibility as the Responsible Pharmacist; Provide comprehensive pharmaceutical service to patient's wards, and departments and satellite PHC clinics; Engage in effective communication with all stakeholders to ensure that quality services rendered and requirements for audits are met; Comply with the requirement for good Pharmacy practice and scope of practice for a Pharmacist as laid down by the South African Pharmacy Council; Maintain accurate and appropriate patient record in line with legal requirements; Develop implement and monitor adherence to standard operation procedure and policies for all aspect of the pharmaceutical service, in accordance with the applicable legislations, regulations and good pharmacy practice; Compiling reports for submission; Assist in co-ordination of pharmacy and therapeutics

and antibiotic stewardship, indemnity training needs for pharmacy staff and coordinate training; Direct supervision of Pharmacists, Community Service Pharmacists, Pharmacy Interns and Pharmacist Assistants (all staff allocated in Pharmacy); Provide necessary orientation, training, discipline, conflict resolution, EPMS management and monitoring of all Pharmacy staff; Provide supervisory pharmaceutical support to PHC clinics under Rietvlei hospital; Participate in quality improvement programs of the Department and ensure policies and procedures are followed; Manage patient complaints; Liaise with other Health professionals regarding drug information and participate in Pharmacy and Therapeutic committee and all other relevant committees; Supervise the enrolment and implementation of the CCMDD, ARV program and pre-dispensing to clinics; Ensure continuous registration of Pharmacy Department with Pharmacy Council; Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy; Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary; Implementation of good pharmacy Practice Rules; Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution; Management of procurement ,storage, distribution and use of pharmaceuticals in the institution to ensure that stock out of essential medication is avoided; Ensure extensive control of pharmaceutical service in all depth of the CHC including drug supply management to attached clinics and outreach programs; Ensure formulation of standard operating procedures and protocols and monitor adherence by staff; Ensure that the institution has a functional drug and therapeutic committee together with the Medical Manager; Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the Medical Manager; Identify training needs of the Pharmacy staff and facilitate access to appropriate training and development; Identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a district hospital; Development and implementation of quality improvement projects in pharmacy; Participate in all institutional committee meetings as per appointment by the Institutional Manager.

**ENQUIRIES
APPLICATIONS**

: Ms B Dlikilili at (071) 869 6430
 : must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

**FOR ATTENTION
NOTE**

: Mr. ZN Dotyeni: Assistant Director: HRM
 : The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

CLOSING DATE

: 03 April 2023

POST 10/279 : **CHIEF EXECUTIVE OFFICER REF NO: G35/2023**
Cluster: Hospital Management Services

SALARY : R908 502 per annum (Level 12), an all-inclusive MMS salary package
CENTRE : Mahatma Gandhi Memorial Hospital
REQUIREMENTS : A degree/advanced diploma in a health related field, registration with relevant professional council; A degree/diploma in health management OR a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

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

ENQUIRIES : Mrs R.T Dube Tel No: 033- 940 2499
APPLICATIONS : should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Miss NS Buthelezi Tel No: 033- 395 2896
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following

checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 03 April 2023
- POST 10/280** : **DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY AND PLANNING REF NO: UMKH 06/2023**
Component: District Health Information Planning
- SALARY** : R766 584 per annum, (all-inclusive package). Other Benefits: 13TH Cheque, Medical Aid (optional) & Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : District Office
Senior Certificate or Grade 12. Bachelor degree/ National Diploma in Health Science OR Management Science. 3-5 years managerial experience in Public Health Service. Proof computer Literacy (only when you are shortlisted). Valid driver's license. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Deputy Director: Planning ,Monitoring and Evaluation Planning Reporting, and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District Health Services Delivery and Planning of the Department and as such the ideal candidate must have: Ability to lead and work with the team. Ability to think critically in difficult situations and make independent decisions. Strong communication, negotiation and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning frameworks. Ability to prioritise issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Good knowledge of the District Health System. Knowledge of MS office Software applications.
- DUTIES** : Facilitate strategic and other planning workshops within the district to ensure consultation, buy-in and the determination of priorities. Analyse and critique the planning inputs of components and provide technical advice ensuring that the stated goals, objectives and targets are realistic, measurable and attainable. Monitor and evaluate the performance of Institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers. Develop policies and strategies aimed at improving service delivery. Support all district programmes and service delivery activities. Ensure the effective, efficient and economical management of allocated resources of the Division (IPC, QA and Data Management).
- ENQUIRIES APPLICATIONS** : Ms. M.P Themba Tel No: 035-572 1328/90
: must be forwarded to: The Manager District Health office, Umkhanyakude Health District Office, P/ Bag X 026, Jozini, 3969
- FOR ATTENTION NOTE** : Mr. FG Cele: AD: HRMS
: The following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 13/2022 .NB: Failure to comply with above

instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

- CLOSING DATE** : 03 April 2023
- POST 10/281** : **OPERATIONAL MANAGER NURSING: PHC REF NO: RVH MV 08/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 - R662 220 per annum. Other Benefits. Home Owner Allowance (conditions apply). 13th Cheque. Medical Aid (Optional) Rural Allowance (12% of Basic Salary)
- CENTRE REQUIREMENTS** : Rietvlei Hospital: Mvubukazi Clinic
: Senior Certificate/ Grade 12/STD 10. Basic R425 qualification (i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification in Primary Healthcare with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration certificate with SANC as Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 05 years of the period referred to above must be recognizable experience in PHC specialty obtaining 1 year post basic qualification in PHC. Current Registration with SANC 2023. Recommendations: Driver's Licence. Computer Certificate. NIMART training / HIV Management. Knowledge, Skills and Competence Required for the post. In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery: e.g. Nursing Act, Health Act, Occupational Health and Act, Disciplinary Code and Procedure, Grievance Procedure. Basic understanding of Human Resources and Financial policies and practices. Effective Communication skills with all stakeholders. Team work and report writing skills. Leadership, organisational, decision making and problem solving abilities. Diversity management, Change Management. Interpersonal Relations. Basic computer skills.
- DUTIES** : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Rietvlei Hospital. Promote quality of nursing standards as directed by the professional scope of practice and standards in line with facility Operational plan. Ensures effective performance management of staff in line with Performance Management and Development System policy of the department. Effective management of Ideal Clinic Realization project, National Core Standards initiatives prioritization and Complaints Mechanism. Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of reports/stats accordingly.
- ENQUIRIES APPLICATIONS** : Ms B Dlikililiat (071) 869 6430
: must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION APPLICATIONS** : Mr. ZN Dotyeni: Assistant Director: HRM
: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided

on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

- CLOSING DATE** : 03 April 2023
- POST 10/282** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EDU 11/2023**
Component: Paulpietersburg Clinic
- SALARY** : R588 378 - R662 220 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery. One year post basic qualification in Primary Health Care. Current registration with SANC as Professional Nurse and Midwifery. A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five (5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. A valid driver's license. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.
- DUTIES** : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.
- ENQUIRIES** : Mrs LT Msibi Tel No: (034) 995 8500/28 EXT 8528
- APPLICATIONS** : should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the

interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 06 April 2023

CLOSING DATE

:

POST 10/283

:

ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO: AD CLIN TECH PULM/1/2023

Department: Pulmonary Function Laboratory

SALARY

:

Grade 1: R540 840 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.

CENTRE

:

Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS

:

B.Tech degree. Current registration with HPCSA as a clinical technologist in pulmonary function (Independent Practice). At least three (3) years' experience in a managerial position performing duties in a Pulmonology area. Recommendation Teaching experience affiliated to an accredited institution. This experience is for both undergraduate clinical technology students as well as other relevant health care professionals. Interest or participation in clinical trials will be an advantage. To be well versed in the current health and public service legislation with respect to policies and regulations

DUTIES

:

Ensure integrity of the recording systems and confirm that high quality and technically sound recordings of tests are performed. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Ensuring staff punctuality, attendance and accountability. Ensure patients are treated with care and courtesy and to maintain patient integrity and confidentiality. To be competent in managing time and resources and be confident in prioritizing procedures. To guarantee appropriate supervision and train subordinates, students and other health care professionals within the department. To participate in and supervise clinical research projects of clinical technologist students. To participate and contribute to research projects within the department.

ENQUIRIES

:

Prof K Nyamande (031 240 1353), Dr D Fakey Khan Tel No: (031) 240 1376

APPLICATIONS

:

All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

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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.

- CLOSING DATE** : 03 April 2023
- POST 10/284** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: RVH CR 13/2023 (X1 POST)**
- SALARY** : Grade 1: R487 305 – R540 840 per annum. Other Benefits: Home Owner Allowance (conditions apply). 13th Cheque. Medical Aid (Optional). Rural Allowance (17% of Basic Salary).
- CENTRE REQUIREMENTS** : Rietvlei Hospital
: National Senior Certificate (Grade 12). Degree or Diploma in Diagnostic Radiography. Minimum of 3 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration with HPCSA /Annual practicing certificate (2023). Registration certificate with HPCSA in the category of Independent Practice. Knowledge, Skills & Competency. Sound knowledge of diagnostic radiography procedures. 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. Good leadership, problem solving, communication and interpersonal skills. Knowledge of Public Service Act, Policies and regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Employee Performance and Management system (EPMDS).
- DUTIES** : Provide high quality radiography service while adhering to safe radiation protection standards. Give factual information to patients/clients on radiology. Promotes good health practices to patients in need of radiology. Execute all clinical procedures competently to prevent complications. Compile reports and memos as required in the working environment. Provide guidance and supervision to radiography and assists as delegated. Promotes Batho Pele principles in the execution of all duties for effective service delivery. Contribute in the overall work process in the component. Inspect and utilise equipment professionally to ensure compliance with safety standards. Ensure compliance to National Core Standards (NCS). Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties. Play an active role in the implementation of Quality Assurance and Quality improvements projects. Deal with grievances and labour relations issues in terms of laid down policies. Ensure health and safety rules and regulations are adhered to. Effective management of Employee Performance and Management System (EPMDS).
- ENQUIRIES APPLICATIONS** : Dr JBK Mitewu at 072 386 4907
: must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM
: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance,

qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

CLOSING DATE

: 03 April 2023

POST 10/285

: **CLINICAL PROGRAM COORDINATOR: INFECTION CONTROL REF NO: AMAJ03/2023**

Component: Integrated District Health System Development Service
(Those who previously applied may re- apply)

SALARY CENTRE REQUIREMENTS

: R464 466 per annum. Other Benefits: Rural allowance on a claim basis
: Amajuba Health District Office
: Valid Grade 12 certificate. An appropriate B Degree/National Diploma or equivalent qualification in nursing; plus Minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current Registration with SANC – 2023. Only shortlisted candidates will submit a proof of detailed current and previous work experience endorsed by Human Resource. Recommendations: Valid driver's license code B. Certificate in infection Prevention & Control. Computer Literacy (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills, Behavioural Attributes and Competencies Required: Report writing abilities. Financial Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decision. An understanding of the challenges facing the public sector. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.

DUTIES

: Develop and maintain an Infection Control Improvement Plan for the District, inclusive of 20% the facilitation of process to ensure the implementation thereof by Institutions. Monitor Infection Control indicators using identification tools and report on matters arising. Train and develop employees in Infection Control practices to develop the necessary insight to sustain a climate sensitive to Infection Control needs. Monitor Infection Control arrangements within Institutions to ensure that Infection Control Plans are adequately and thoroughly implemented and that appropriate contingency arrangements are in place to react to and prevent outbreaks. Manage the establishment and training of Infection Control Committees at Health Institutions. Interact with external health accreditation representatives to identify areas for improvement and participate in programmes (research) to strengthen Infection control arrangements in the District.

ENQUIRIES APPLICATIONS

: Mr. MS Nzuzi Tel No: 034 328 7003
: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION NOTE

: Mr V.J Khumalo
: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other 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 only shortlisted candidates who may be submitted to HR on or before the day of the interview. 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. 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. Please note due to financial constraints, there will be no payment for S&T claims.. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

CLOSING DATE

: 06 April 2023

POST 10/286

: **CLINICAL PROGRAM COORDINATOR: GRADE 1 COMMUNICABLE DISEASES CONTROL (CDC) REF NO: AMAJ04/2023**

Component: Integrated District Health System Development Service

SALARY CENTRE REQUIREMENTS

: R464 466 per annum. Other Benefits: Rural allowance on a claim basis
: Amajuba Health District Office
: Valid Grade 12 or National Senior Certificate plus. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as General Nursing (2023). Minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Valid driver's license code EB. Recommendations: One year post basic qualification in Clinical Health Assessment, Treatment and Care. Computer Literacy. Knowledge, Skills, Behavioural Attributes and Competencies Required: Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plan. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.

DUTIES

: Plan and coordinate application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response ,inspection, monitoring and evaluation (e.g. TB, Rabies, Vaccine Preventable diseases ,Covid-19 etc).Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Health providers Private sector, etc about Communicable diseases affecting the community and community the risks, prevention, and control measures associated with communicable diseases. Monitor indicators /surveillance data which measure health practices in the District in order to provide support and report on findings with regards to diseases trends and patterns on a daily, weekly, quarterly, yearly and advises the District Management Team accordingly. Network with other departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the District. Analyses, emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan ,organize and conduct community rallies events that convey health messages and practices which support prevention and control of Communicable Diseases. Develop, implement and manages the District surveillance plan of all communicable diseases. Ensure that all facilities are trained of notification of notifiable medical conditions.

ENQUIRIES APPLICATIONS

: Mr. BR Khumalo Tel No: 034 328 7003
: should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION NOTE

: Mr V.J khumalo
: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other 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 only shortlisted candidates who may be submitted to HR on or before the day of the interview. 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. 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. Please note due to financial constraints, there will be no payment for S&T claims. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

- CLOSING DATE** : 06 April 2023
- POST 10/287** : **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: EDU 10/2023**
Component: Monitoring and Evaluation
- SALARY** : R464 466 - R522 756 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma/Degree in General Nursing. Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendations: Valid driver's license. Computer literacy. Knowledge, Skills, Training and Competences Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standard and Provincial Quality initiatives (Human Rights, Batho Pele Principles and Rights Charter).
- DUTIES** : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal clinics etc). Co-ordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g norms and standards for the PHC clinics and hospital package of care. Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. housing, MCWH, HAST, PMTCT, IMCI,SRH and ICDN). Manage the accreditation programme for the institution and clinics.
- ENQUIRIES** : Ms MZP Mdhuli Tel No: (034) 995 8500 EXT 8572
- APPLICATIONS** : should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180, or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated

clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 06 April 2023

CLOSING DATE

:

POST 10/288

:

CLINICAL PROGRAMME CO-ORDINATOR (IPC): REF NO SMH 03/2023 (X1 POST)

Directorate: SMCHC

SALARY

:

Grade1: R464 466 – R522 756 per annum, plus 12% Rural allowance, plus 13th cheque, Medical Aid (optional). Housing/Home Owners allowance if employee meets prescribed benefits

CENTRE

:

St Margaret's Community Health Centre

REQUIREMENTS

:

Grade 1: A senior Certificate/ Grade 12. Degree /Diploma in Nursing Science and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2023. A minimum of 7 Years appropriate/ Recognisable experience in Nursing after registration with the SANC in General Nursing. Computer Literacy. Valid Driver's license. Recommendations: Certificate in Infection Control. Knowledge, Skills, Training and Competence Required: Knowledge of Infection Control and guidelines. Legal Prescripts, SANC regulation, Health and Safety Act and other related Acts. Leadership, Organizational, Decision Making and Problem solving skills. Good Communication, Interpersonal relations. Demonstrate basic understanding of HR and Financial policies and Practices.

DUTIES

:

Develop and implement an Infection, Prevention and control plan for the Institution. Identify Infection and control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standards operating procedures to be formulated in relation to Provincial Guidelines. Identify standard Operating Procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of infection, initiate investigate and control measures in collaboration with the IPC Committee. Provide Effective and efficient Infection Prevention and control services in the Institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk Management system.

ENQUIRIES

:

must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: 039 2599 222

APPLICATIONS

:

must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivers to: St Margaret's CHC Clydesdale location UMzimkhulu, 3297.

FOR ATTENTION

:

Mr. TL Nzimande: Human Resource Manager

NOTE

:

An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents and proof of previous and current work experience endorsed and stamped by Human Resource Department. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMH 01/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no

acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

- CLOSING DATE** : 06 April 2023
- POST 10/289** : **CLINICAL NURSE PRACTITIONER (GRADE 1 AND 02) (X4 POSTS)**
- SALARY** : Grade 1: R400 644 – R464 460 per annum
Grade 2: R492 756 – R606 042 per annum
Other Benefits: Home Owner Allowance (conditions apply). 13th Cheque. Medical Aid (Optional). Rural Allowance (12% of Basic Salary).
- CENTRE** : Ibisi Clinic Ref No: RVH IB 09/2023 (X2 Posts)
Umzimkhulu Clinic Ref No: RVH UM 10/2023 (X1 Post)
Ritvlei Mobile Ref No: RVH MO 11/2023 (X1 Post)
- REQUIREMENTS** : Senior Certificate or Equivalent. Degree/Diploma in General Nursing and Midwifery Plus. 1 year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration certificate with SANC as Professional Nurse and Midwife. Current SANC receipt for 2023. **Grade 1:** A minimum of 04 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognised experience in the speciality after obtaining the 01 year post basic qualification in the relevant speciality. Knowledge, Skills Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co- ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the Unit Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a Multidisciplinary Team to ensuring good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle Obstetric and emergencies and High Risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. Oxygen, nutrition, elimination, fluids, and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and on - going observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and other stock items/ resources.
- ENQUIRIES** : Ms B Dlikilili at 071 869 6430
- APPLICATIONS** : must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM
- NOTE** : The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post

applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

- CLOSING DATE** : 03 April 2023.
- POST 10/290** : **CLINICAL NURSE PRACTITIONERS GRADE 1 AND 2 REF NO: HGHD 04/2023 (X6 POSTS)**
- SALARY** : Grade 1: R400 644 per annum, (plus 37% benefits)
Grade 2: R492 756 per annum, (plus 37% benefits)
Other Benefits: 8% rural allowance (claimable).
- CENTRE** : Harry Gwala Health Office:
Dr. Nkosazana Dlamini-Zuma (Pholela CHC X 1 post)
Umzimkhulu (St Margaret Hospital x 1 post, Rietvlei Hospital x 1 post)
Ubuhlebezwe (Ixopo Clinic x 1 post)
Christ the King Hospital: Gateway Clinic x 1 post)
Kokstad (EG & Usher Memorial Hospital: Gateway Clinic x 1 post)
- REQUIREMENTS** : Grade 12 / Standard 10/ matric or equivalent: plus. Degree/Diploma in General nursing and midwifery plus 1 year post basic qualification in Primary health care. Current registration with SANC certificate for General Nursing and Primary Care Nurse. Recommendation: Valid driver's license B. **Grade 1:** Experience: 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:** Experience: 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. Skills, Knowledge 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, 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 driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
- DUTIES** : Provide quality comprehensive community 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. Provide assessment, testing of clients and linkage to treatment and care. Assist in orientation, induction and monitoring of all nursing staff and support staff. To provide nursing care that leads to improved health service delivery. Execute duties and functions with proficiency and perform duties according to scope of practice.
- ENQUIRIES** : Mrs. NP Khwela Tel No: 039 834 8200
- APPLICATIONS** : must be directed Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM
- NOTE** : An application for employment Form (new Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Shortlisted candidates will be required to provide certified copies of educational qualifications, drivers' license, ID copy and proof of experience will be requested from shortlisted candidates only,

don't include in your application. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 04/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.

- CLOSING DATE** : 03 April 2023
- POST 10/291** : **PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: CTK 08/2023**
- SALARY** : Grade 1: R400 644 – R464 466 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R492 756 - R606 042 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Christ the King Hospital
: Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council. NB! Only Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit Proof of work Experience endorsed by Human Resource component / Department.
Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Advanced Midwifery and Neonatology Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Knowledge, Skills, Training, And Competencies Required: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E. and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi- disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- ENQUIRIES** : Miss MLN Mthembu Tel No. (039) 834 7500 – Ext No. 7503.

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 Peterhauff Drive, Ixopo, 3276

FOR ATTENTION NOTE : Mrs. SW Maseko
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. 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 : 03 April 2023

POST 10/292 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 IN OPHTHALMIC REF NO: LRH 08/2023**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Plus 8% inhospitable allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: Post Basic Diploma qualification in Ophthalmic Nursing Science. Registration Certificate with SANC as a General Nurse. Current registration receipt with SANC (2023). **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with the SANC of SA in the Ophthalmic Speciality. **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/recognisable experience in the specific Speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, 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 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 effectively 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 records.

- ENQUIRIES** : Ms T.M.Buthelezi Tel No: 036 637 2111
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370
- FOR ATTENTION** : Mr S.L.Dlozi
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. 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)
- CLOSING DATE** : 05 April 2023
- POST 10/293** : **CLINICAL NURSE PRACTITIONER REF NO SMH 04/2023 (X2 POSTS)**
Directorate: SMCHC
- SALARY** : Grade1: R400 644 – R464 466 per annum, plus 12% Rural allowance
Grade 2: R492 756 - R606 042 per annum, plus 12% Rural allowance plus 13th cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits.
- CENTRE** : St Margaret's Community Health Centre
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus. Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus. Current registration with SANC as General Nurse and Primary Health care Plus. Minimum 4 Years appropriate/ recognisable nursing experience as General Nurse. **Grade 2:** Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus. Degree/ Diploma in Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, treatment and care (PHC) plus. Current registration with SANC as General Nurse and Primary Health Care Plus. Minimum of 14 years appropriate/ recognisable nursing experience after registration as a General with SANC of which 10 Years of the period must be appropriate/ recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act. Batho Pele Principles, Patient's 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 skills and supervisory skills. Good Interpersonal relation skills. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

- DUTIES** : Provide administrative services: plan and organize the clinic, ensure completion of statistics, ensure ordering and control of medication. Ensure implementation of the 90 90 90 strategy in all aspects of all programs especially HIV/Aids and TB. Provision of educational services: in service training, personnel development, health education to patients. Provision of clinical services: initiate treatment and implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultations sessions. Function as a member of the therapeutic team. Continues evaluation of nursing care and nursing service. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the operational Manager or Deputy Nursing manager. Ensure implementation of the National core standards for quality health/ ideal CHC standards.
- ENQUIRIES** : must be directed to Mr.TL Nzimande Human Resource Manager Tel No: 039 2599 222
- APPLICATIONS** : must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivers to: St Margaret's CHC Clydesdale location UMzimkhulu, 3297.
- FOR ATTENTION NOTE** : Mr. TL Nzimande: Human Resource Manager
: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMH 01/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, There will be no payment of S&T Claims covering transport fees to the interview venue.
- CLOSING DATE** : 06 April 2023
- POST 10/294** : **CLINICAL NURSE PRACTITIONER REF NO: KDC 01/2023 (X2 POSTS)**
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R400 644 per annum, plus 8% rural allowance
Grade 2: R492 756 per annum, plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed Conditions]
- CENTRE REQUIREMENTS** : Ilembe Health District Office
: **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care 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) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) 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 plus, 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. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) 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 counseling. 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. 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

APPLICATIONS

: Mrs. R Bhagwandin – Deputy Manager Nursing Tel No: 032 - 5513686
: should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450

NOTE

: 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. ILE/03/2022. 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 on application only Z83 and CV required. 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

: 06 April 2023

<u>POST 10/295</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY REF NO: GROUT 01/2023 (X2 POSTS))</u> Component: Groutville Clinic
<u>SALARY</u>	:	Grade 1: R400 644 per annum, plus 8% rural allowance Grade 2: R492 756 per annum, plus 8% rural allowance Benefits: 13 th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed Conditions]
<u>CENTRE REQUIREMENTS</u>	:	Ilembe Health District Office Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Plus, Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), Current registration with SANC as General Nurse and Advanced midwifery, 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) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery),Current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, 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 Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery) .Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested (only if shortlisted). 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 counseling. 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.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. 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, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. 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. 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. Facilitate facility perinatal Mortality review or meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. AP Makhani Assistant Nursing Manager PHC Tel No: 032 - 5513686 should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
<u>NOTE</u>	:	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. ILE/03/2022. 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 on application only Z83 and CV required. 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** : 06 April 2023
- POST 10/296** : **ASSISTANT DIRECTOR: HRM REF NO: UMKH 05/2023 (X1 POST)**
Component: Human Resource Administration
- SALARY** : R393 711 per annum. Other benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Umkhanyakude Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ National Diploma in Human Resource Management/Public Management. 3 - 5 years' experience in Human Resource Management environment, of which 3 years must be at supervisory level. A valid driver's license. Knowledge, Skills, Training and Competences Required: Knowledge of Public Service Policies Act and Regulations. Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development. Sound knowledge of PERSAL, Project Management and Financial Management. Ability to liaise with management. Knowledge of EPMS, GEPP etc. Knowledge of National Core Standard. Communication and interpersonal Skills. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical, decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development System and Disciplinary and Grievance Procedures. Good leadership, coaching and mentoring skills.
- DUTIES** : Manage EPMS and implementation of career management directive for the district office components to ensure achievement of district office goal and objectives. Ensure that transactional functions pertaining to employment practices are rendered in accordance with departmental policy imperatives. Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives. Facilitate the development of Human Resource Plan and Employment Equity Plan for the District Office and ensure that all stakeholders are represented as per the guidelines. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Ensure sound labour relations that will enable the District Office to deliver quality services. Ensure the establishment of a fully functional employee -wellness programme in the District Office.
- ENQUIRIES** : Mrs. N.W Mdluli Tel No: 035 - 572 1329
- APPLICATIONS** : must be forwarded to: The Director: District Health office, UMKhanyakude Health District Office, P/ Bag X026, Jozini, 3969
- FOR ATTENTION** : Mr. FG Cele: Human Resource Manager.
- NOTE** : The following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must 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. reference number UMKH 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

- CLOSING DATE** : 03 April 2023
- POST 10/297** : **ASSISTANT DIRECTOR: HRM REF NO: ILE 06/2023 (X1 POST)**
Component: ILE
Div: HR ADMINSEV
- SALARY** : R393 711 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Plus Bachelor Degree or Diploma in Human Resource Management/Personnel Management/Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Computer literacy, previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested (only if shortlisted). Knowledge of Public Service Act, Public Service Regulation and Prescripts, knowledge of PERSAL system, knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skills, risk management and good interpersonal relation skills. Computer literacy.
- DUTIES** : Provide strategic leadership of human resource management for District office including supported responsibilities i.e. FPS, EMS. Manage all aspects of district HRM. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for Ideal Clinic Realization and Maintenance Program. Monitor human resource records and documents management system. Manage the payroll program. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Ensure training of staff on labour relation. Create awareness of labour relation. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct case in the institution is dealt with timeously. Monitor and evaluate the effectiveness of the Employee Wellness, ensure co-ordination of institutional Employee Health and Wellness Committee Meetings (IEHWCM). Ensure training of staff on employee Health and Wellness. Create awareness of Employee Health and Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance programme. Provide leadership for management processes for the alignment of organizational, and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the district office and supported responsibilities. Responsible for Performance management, PMDS and supervision of staff in HR Practices. Request, downloading and analyzing PERSAL reports. Serve in the transformation Plans of the department or the facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction survey

and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan and Employment Equity plan for the District Office and supported facilities. Manage HRM relates risks and ensure efficiency in utilization of COE budget.

**ENQUIRIES
APPLICATIONS**

: Mr SB Mabika: Deputy Director: HRM Tel No: 032 4373500
: should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

**FOR ATTENTION
NOTE**

: Human Resources Management Department Services
: 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. ILE/03/2022. 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 on application only Z83 and CV required. 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

: 06 April 2023

POST 10/298

: **HUMAN RESOURCE OFFICER (SUPERVISOR) REF NO: MAN09/2023 (X1 POST)**

SALARY

: R269 214 – R317 127 per annum (Level 07). Other benefits: 13th Cheque (Service Bonus) Plus Medical aid: Optional Housing allowance: Employee must meet prescribed requirements

**CENTRE
REQUIREMENTS**

: Manguzi Hospital
: Senior Certificate/ Grade 12. Minimum of 3 to 5 years' appropriate/recognizable experience in Human Resource Practices. Recommendation: PERSAL certificate. A valid driver's license (Code B or above). National Diploma in Human resource management/Public management. Knowledge, Skills, Training and Competencies: Knowledge of all relevant legislation, prescripts and white papers in Human Resource Management policies. Knowledge of Personnel Salary System (PERSAL). Ability to train and develop staff on HR procedures and policies. Ability to maintain high level of confidentiality. Adequate communication (verbal and written), interpersonal and problem solving skills.

DUTIES

: Ensure correctness of all PERSAL transactions and approval of PERSAL transactions. Manage the administration and processing of all fringe benefits and allowances. The correctness of Z102 and approve on GEPP. Exercise supervision and monitor performance of all staff under your supervision. Attend to performance management for all HR officers and supervise day to day functioning of HR practises. Responsible for leave matters and PILIR. Manage and maintain staff records on leave, personal, housing IOD and department

related matters. Both the electronic filing and manual filing of document on these files needs to be kept up to date. Ensure that all salaries are updated when changes occur and new policy directives are implemented timeously. Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously e.g. Audit of leaves files, session doctor's renewal of appointment and update of salary, work permits. Ensure that required returns are submitted to Head office.

- ENQUIRIES** : NT Ngubane Tel No: 035-592 0150
- APPLICATIONS** : should be sent to: Assistant Director: HRM Manguzi District Hospital, Private Bag X301, Kwangwanase, 3973 OR hand delivered to: Manguzi Hospital (HR)
- NOTE** : The following documents must be submitted: Applications for Employment Form (Z83) (Current), which is available from any Government Office OR the website www.kznhealth.gov.za Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. Reference number must be indicated in the column provided on the form Z83 e.g. ref Man09/2023. 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. NB: Failure to comply with the above instructions will result in disqualification of the applicant. Please note that due to the large number of applications envisaged to be received, applications will not be acknowledged. If you are not contacted by us after three months after the closing date, please regard your application as being unsuccessful. Every short listed applicant will be advised of the outcome of their application in due course. Person with disabilities should feel free to apply for this post. 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. NB: Please note that due to financial constraints, there will be no payment of S & T claims. The department is an equal opportunity, affirmative action and people with disability employer whose aim is to promote representivity in all levels of the occupational classes of the Department"
- CLOSING DATE** : 06 April 2023
- POST 10/299** : **ARTISAN MACHENICAL REF NO: MURCH-12 /2023**
- SALARY** : R199 317 per annum
Grade B: R234 780 – R260 574 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Grade 12 senior certificate, Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A:** 0-2 years' experience. Artisan **Grade B:** At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Current and previous experience endorsed and stamped by Human Resource (Employment History) must be submitted by the shortlisted candidates. Knowledge, Skills and Competencies: Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, Interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas application and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skills.
- DUTIES** : Regular checks and visual inspection to mechanical machinery e.g. autoclaves, calorifiers, gas banks, gas manifolds, oxygen generation plant, laundry and kitchen equipment etc. Repairs to any broken condemnation of equipment. Testing of oxygen plant, changing and record of keeping oxygen gas cylinders. Keeping and monitor service intervals of all plants and equipment. Maintain and keeping service record for future references. Compile report and motivations for new work and for the improvement of existing plants.

Undertake technical and other such investigations as required by the Artisan Foreman/ Chief Artisan. Assume overall control of responsibility for the supervision and guidance of subordinates. Be responsible to ensure cleaning o the workplace/ workshop in carried our property. Exercise control over equipment / tools and keep them in good working condition. Keep up to date with current equipment register. Be responsible for material issued and completing of job cards. To perform standby duties and after hours call out. These duties at times can include duties associated with other trades.

ENQUIRIES : Mr Ramharakh Tel No: 039-6877311 ext. 124
APPLICATIONS : should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 OR Hand Delivered to: Human Resources Department, Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 07/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a 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). Applicants are not required to submit copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 03 April 2023

POST 10/300 : **ARTISAN –ELECTRICIAN REF NO: ITSH 07/2023 (X1 POST)**

SALARY : R199 317 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (employee must meet prescribed requirements)

CENTRE : Itshelejuba Hospital
REQUIREMENTS : Senior Certificate, Trade test certificate in Electrical as per terms of section 13(2)(h) of the manpower Training act 1981 as amended. Valid driver's licence (code 8 /10), 1-2 years post trade experience. Knowledge, Skills, Training and Competencies Required: Good interpersonal skills, Technical report writing, Technical and practical skills of the electrical trade, Sound knowledge and understanding of the OHS Act 85 of 1993, Good organizing, planning and problem solving skills, Knowledge of Labour relations and related legislations.

DUTIES : Provide technical services and support to Hospital and Satellite clinics, Hospital residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification recognized standards. Inspect equipment and /or facilities for technical faults. Repair and service equipment and facilities according to standards including air conditioners and refrigerators. Management technical service and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Perform standby duties when needed including weekends and public holidays. Compile and submit reports as required and provide inputs to operational plan, Supervise and mentor staff. Test repaired equipment and/or facilities according to schedule service plan. Quality assures serviced and maintain equipment. Update register of maintained and repaired faults. Obtain quotations and purchase order required

		equipment and materials. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioural conduct of subordinated. Weekly Testing Emergency generator set and report. Exercise control of handyman and tradesman aid.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Mr. NT Mahlobo Tel No: 034-4134000
	:	All applications must be addressed to Itshelejuba Hospital, Private Bag, X0047, Pongola, 3170 or hand delivered to Human Resource Office
<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>	:	11 April 2023
<u>POST 10/301</u>	:	<u>ARTISAN PLUMBER REF NO: MURCH-13 /2023</u>
<u>SALARY</u>	:	R199 317 per annum Grade B: R234 780 – R260 574 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital Grade 12 or Equivalent qualification. Proof of passing a trade test as per terms of section 13(2) (h) of the Manpower Act 1981, as amended must be submitted by the shortlisted candidates on or before the day of the interview. Valid driver's license. 0-2 years' experience. Computer literacy. Current and previous experience endorsed and stamped by Human Resource (Employment History) must be submitted by the shortlisted candidates. Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills and Competencies: Knowledge of occupational health and safety Act and safety standards. Basic knowledge of the use of hand held tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.
<u>DUTIES</u>	:	Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as shower and baths etc. Installation and repairs to sewerage and water reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards/ time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as section head in the absence of chief artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Ramharakh Tel No: 039-6877311 ext. 124
	:	should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 OR Hand Delivered to: Human Resources Department, Murchison Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 07/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a 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). Applicants are not required to submit copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE

: 03 April 2023

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

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

- APPLICATIONS** : Applications must be e-mailed to nchealthhr@ncpg.gov.za or hand delivered front reception of James Exum Building. Applicants must complete an application register when an application is hand delivered.
- CLOSING DATE** : 03 April 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG), the proof of completion must be submitted on or before the day of the interview proceedings. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of a job. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

- POST 10/302** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 01/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : A recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management, Public Management or equivalent qualification which includes human resource management and labour relations. A degree/advanced diploma NQF7 would serve as an added advantage. PERSAL Introduction, Leave Administration and Personnel Administration would serve as an added advantage. Minimum of 3 -5 years' experience on a management level (Assistant Director). A valid driver's licence. Skills Profile: Appropriate managerial and leadership experience, Knowledge of financial and Public Service regulations, policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning, skills, people, strategic and project management.
- DUTIES** : Provide Human Resource strategic direction, aligned to the organisations business goals, promote and ensure effective Human Resource practices and Labour Relations, give leadership and strategic direction and manage the functions of Human Resource Administration, Labour Relations, Human Resource Development, Employee Health and Wellness and Performance Management. Develop Human Resource policies and practices in support of departmental objectives and strategies. Manage and monitor the budget of the unit. Manage and supervise staff within the unit.
- ENQUIRIES** : Dr E Olivier Tel No: 053-802 2124
- POST 10/303** : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 02/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : NCAPE Mental Health Hospital

<u>REQUIREMENTS</u>	:	A recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management, Public Management or equivalent qualification which includes human resource management and labour relations. A degree/advanced diploma NQF7 would serve as an added advantage. PERSAL Introduction, Leave Administration and Personnel Administration would serve as an added advantage. Minimum of 3 -5 years' experience on a management level (Assistant Director). A valid driver's licence. Skills Profile: Knowledge and understanding of Public Service Legal Frameworks, Public Service Regulations, Labour Legislation, Government Policies and procedures. Skills and competencies in strategic management abilities, communication, planning and organizing. Presentation and facilitation skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage and coordinate the Corporate Service Sub-Directorate: Manage Human Resource Management, Manage Human Resource Utilisation and Development and Security services, manage the provision of auxiliary services, manage Employee Health and Wellness programs. Facilitate capacity building programmes and in – service trainings in the Corporate Service fields. Ensure effective management of human resources and finances within the Corporate Service unit, Compile strategic reports for management. Ensure implementation of directives are done for the institution and submit monthly reports.
<u>ENQUIRIES</u>	:	Mr A Links Tel No: 053 802 3705
<u>POST 10/304</u>	:	<u>ENGINEERING TECHNICIAN REF NO: NCDOH 03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R446 100 per annum, (OSD) Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification as recognized by SAQA. Three (3) years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Manage technical services: Assist Technicians/Artisans and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Dr E Olivier Tel No: 053-802 2124
<u>POST 10/305</u>	:	<u>ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: NCDOH 04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09) Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Matric (senior certificate) with at least 10 years' experience in labour relations or a recognised 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) which includes Labour Law and /or Labour Relations with 5-10 years' experience. A Degree/Advanced Diploma NQF7 will serve as an added advantage. A valid driver's license. Skills Profile: Experience in handling grievances, disciplinary hearings and dispute resolution. Willingness to travel. Knowledge of relevant legislation, such as PSA, PSR, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDSBC, PSCBC and CCMA procedures. Knowledge of the Public Service Regulatory framework, especially relating to HRM and Labour Relations. Competency to provide advice on Labour related matters. Thorough understanding of negotiation, mediation and arbitration skills. The ability to work under pressure, Proficiency in English (verbal and written) as well as computer literacy in MS Office software (Word and Outlook). Candidates must

- demonstrate good interpersonal skills. Good understanding of Legal interpretations. Knowledge and understanding of Labour Court procedures. Good planning, organizing and report writing skills. Knowledge of procedures in undertaking research and gathering information. Good problem-solving and conflict resolution and presentation and facilitation skills.
- DUTIES** : Manage discipline, grievances, conciliation and arbitrations. Ensure compliance with collective bargaining on provincial and national levels. Compile Labour Relations reports and maintain a data base of cases. Ensure the creation of sound Labour Relations and develop mechanisms for minimizing disputes. Take ultimate responsibility for resolving employee disputes, disciplinary hearings and grievances. Facilitate and monitor the implementation of disciplinary hearings and grievances. Facilitate and monitor the implementation of disciplinary sanctions and arbitration awards. Give advice to line management and employees on Labour relations issues. Give advice and guidance regarding grievance and dispute resolution. Deal with misconduct and represent the department in dispute processes. Represent the employer during Council and Chamber meetings. Liaise with Organized Labour on issues affecting collective bargaining.
- ENQUIRIES** : Ms M Visser Tel No: 053 802 2213
- POST 10/306** : **ASSISTANT DIRECTOR FINANCE REF NO: NCDOH 05/2023**
- SALARY** : R393 711 per annum (Level 09)
CENTRE : NCAPE Mental Health Hospital
REQUIREMENTS : Matric (senior certificate) with at least 10 years' experience in Finance or a recognized appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Financial Management. PERSAL Introduction, BAS and Logis Course will be an added advantage. Three (3) years' experience at supervisory level. A valid driver's licence. Skills Profile: Knowledge and understanding of the Public Service Regulations, Public Service Act and Human Resource Practices, Labour Relations Act and Public Finance Management Act.
- DUTIES** : Compile and manage budget, manage and control revenue and expenditure, manage procurement and provisioning, manage assets, manage institutional banking matters, maintain institutional asset and risk registers, purchase, receive, issue and store stock, manage supply chain processes, manage financial accounting, compile reports for management and do presentations. Submit monthly reports to the CEO.
- ENQUIRIES** : Ms NA Mabilo Tel No: 053 802 3705
- POST 10/307** : **ADMINISTRATIVE OFFICER: RECRUITMENT AND SELECTION REF NO: NCDOH 06/2023**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Minimum educational qualification Matric (senior certificate) with at least 10 years' experience in a Human Resource Management or a recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management/Development with 0-2 years' experience. The PERSAL Introduction, Personnel Administration and Salary administration certificates would serve as an added advantage. A valid (Code B/EB) driver's license. Skills Profile: Interpretation and implementation of HR and Policies, procedures and practices. Knowledge of Recruitment and Selection, Staff Performance Management System. Computer literacy in MS Office (Word, Excel, Outlook) and PERSAL. Ability to communicate (written and verbal) in at least two of the three official languages of the Northern Cape. Appropriate experience in Human Resource Management matters. Appropriate experience of PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration.
- DUTIES** : Responsible for co-ordination of activities within the sub-unit, supervision and control of Personnel as well as providing support to the manager(s). Implement and ensure compliance with the relevant policies, procedures, prescripts with regard to personnel, salary and administration in general. Ensure effective utilization of the PERSAL system. Audit and revise Recruitment and Selection transactions. Implement and monitor transversal personnel practices,

employment practices. Assist with the compilation of the monthly and quarterly reports Handle general enquiries related to recruitment and selection sub-unit.
ENQUIRIES : Ms M Visser Tel No: 053 802 2213

POST 10/308 : **ADMIN OFFICER HUMAN RESOURCE DEVELOPMENT REF NO: NCDOH 07/2023**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: NCAPE Mental Health Hospital
: Matric (senior certificate) with at least 10 years' experience in a Human Resource Management/Development Unit or a recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management/Development with 0-2 years' experience. PERSAL Introduction will be an added advantage. Knowledge and understanding of the Public Service Regulations, Public Service Act and Human Resource Practices, LRA and PFMA. q communication (written & verbal), presentation and facilitation and people management skills. A valid driver's licence.

DUTIES : Facilitation of EPMDS and HRD/P processes, Coordinate sitting of moderation committees, Compile EPMDS submissions for management, coordinate improved qualifications process, facilitate grade progression process, facilitate training and development of employees, development of Work Skill Plans, approval of assessments on PERSAL. Compile presentations and submit monthly reports to HR manager.

ENQUIRIES : Ms NA Mabilo Tel No: 053 802 3705

POST 10/309 : **STATE ACCOUNTANT REF NO: NCDOH 08/2023**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: NCAPE Mental Health Hospital
: Matric (senior certificate) with at least 10 years' experience in a Finance related environment or a recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Financial Management / Human Resource Management with 0-2 years' experience. The PERSAL Introduction, BAS and LOGIS certificates will be an added advantage. Knowledge and understanding of the Public Service Regulations, Public Service Act and Human Resource Practices, Labour Relations Act and Public Finance Management Act. Knowledge of Supply Chain Management, procurement process and procedures. Customer care. A valid driver's licence. Skills Profile: Good communication (written & verbal), presentation and facilitation and people management skills. and interpersonal relations skills, problem solving and decision making. Ability to maintain high level of confidentiality Organizing, planning and numerical skills. Ability to work under pressure.

DUTIES : Inventory & Logistics Management, Acquisition and demand Management, Assets Management. Supervision of Supply Chain Management i.e. Stores, Acquisition and Demand and Assets Management. Maintain adequate availability of stock by ensuring timeous & continuous Replenishment of stock. Ensure compliance to Treasury Regulations and Departmental Procurement Policies, rules and regulations. Ensure proper filing of documents Conduct internal audit in Supply Chain Management on an ongoing basis. Implement risk management to avoid fraud and corruption timeously. Compile and submit monthly returns and reports. Ensure Stock Taking is done regularly. Ensure that stock received is recorded in the GRN book and captured on the RIDV template. Ensure all Bin/ Tally cards are updated regularly Ensure that payments are done as required by the PFMA. Ensure functionality of Bid Committees. Ensure adverts are placed timeously on the Departments website or notice board. Draw out CSD and prepare files for BID Committees with the recommendation and approval of the Provincial Office. Maintain effective & efficient staff. Management in respect of giving and supervision on performance of their duties (EPMDS). Co-Ordinate in-service training in order to promote service delivery.

ENQUIRIES : Ms NA Mabilo Tel No: 053 802 3705

POST 10/310 : **CHIEF SECURITY OFFICER REF NO: NCDOH 09/2023**

SALARY : R269 214 per annum (Level 07)

- CENTRE** : NCAPE Mental Health Hospital
- REQUIREMENTS** :
: Matric (senior certificate) with at least 10 years' experience in security service or a recognized appropriate 3 (three) year tertiary qualification (Diploma/National Diploma NQF6) in Security Management and/or Services with 0-2 years' experience. PSIRA Grade B registration is a requirement for the post. Knowledge and understanding of the Public Service Regulations, Security Management Policies, Public Service Act and Human Resource Practices and Labour Relations Act. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills.
- DUTIES** :
: Supervise and perform access control functions, oversee and ensure safety in the premises, supervise staff, undertake patrols in the facility, monitor security surveillance cameras and control rooms, escort visitors to relevant venues around the facility, ensure unauthorized persons and dangerous objects do not enter the premises, inspect vehicles entering and leaving the premises, compile incident reports, ensure law and order at all times, assist with violent patients in the wards, submit monthly reports to management.
- ENQUIRIES** :
: Ms NA Mabilo Tel No: 053 802 3705

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 03 April 2023
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSSA Circular 19 of 2022 on Part E,F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 10/311** : **DEPUTY DIRECTOR (CULTURAL AFFAIRS) REF NO: 2023ACSR36/NW**
Arts and Culture Directorate
- SALARY** : R766 584 per annum (Level 11), all-inclusive package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Three (3) year National Diploma or Bachelor's Degree in Arts and Culture related field, Social Sciences or equivalent. Five (5) years' experience in the arts and culture environment of which three (3) must be in a supervisory level (Junior management). A valid driver's license. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Overall excellent verbal and written communication skills. Knowledge in: Arts and Culture Programmes,

		Human Resource Management, Arts Institutions Management, PFMA and Relevant Policies.
<u>DUTIES</u>	:	Coordinate the Directorate reports and other relevant documents. Perform oversight and provide support to entities of the Department of Arts, Culture, Sports and Recreation such as Mmabana, PHRA, PGNC, PLC and other non-Departmental entities. Coordinate the development of policies relevant to the field, including Community Art Centres and other institutions in the Province. Develop a strategy for the management of Community Art Centres. Provide support in the coordination of activities at Community Art Centres throughout the Province. Must be able to forge relations with all relevant stakeholders and structures.
<u>ENQUIRIES</u>	:	Ms N. Zahela Tel No: 018 3882815
<u>POST 10/312</u>	:	<u>SERVICE POINT MANAGER REF NO: 2023ACSR37/NW (X1 POST)</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Dr. Kenneth Kaunda District: Tlokwe Service Point
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least five (5) years' experience with three (3) experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, Culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Prepare management information, reports and statistics.
<u>ENQUIRIES</u>	:	Ms C. Motjuwadi Tel No: 018 294 6860
<u>POST 10/313</u>	:	<u>ASSISTANT DIRECTOR (TECHNICAL SERVICES) REF NO: 2023ACSR38/NW</u> Library Services Directorate
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Degree in Library and Information Science/Information studies or Bachelor's Degree with postgraduate Diploma in Library and Information Science, Good knowledge and skills of an automated library management system. Three (3) years' experience in the specialised area of selection and acquisitions and or cataloguing and classification of which one (1) must be in a supervisory level (Junior management). Knowledge and understanding of Public Service prescripts and in particular Archives and Records Services. Good interpersonal, communication (verbal and written) and managerial skills. Computer Literacy. Driver's license.
<u>DUTIES</u>	:	Manage Technical Services Unit which involves managing the selection and acquisition of library material for community libraries in the province and the Central Reference Library. Cataloguing and classification of library materials procured for community libraries. Physical processing and dispatch of library materials to District Libraries. Managing of inventory (library material) procured for community libraries and stored in the receiving warehouse.
<u>ENQUIRIES</u>	:	Mr L Segone Tel No: 018 384 9717
<u>POST 10/314</u>	:	<u>SENIOR ADMINISTRATION OFFICER (SPECIAL PROGRAMS) REF NO: 2023ACSR39/NW</u> Strategic Management Directorate
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Mmabatho

REQUIREMENTS : A recognized three-year Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent. Two years relevant experience in working with Older Persons and Persons with Disabilities Programmes. Fair knowledge, understanding and application of government policies, procedures and legislation of Older Persons and Persons with Disabilities. Good communication skills. Report writing skills. Presentation skills. Problem-solving skills. Good interpersonal relations skills. Willingness to travel. Team player and willingness to work under pressure, after hours and during weekends. Computer literacy. Valid Driver's license.

DUTIES : Manage all activities relating to Older Persons and Persons with Disability programmes including Gender Based Violence programmes. Conceptualise, implement and report of projects in consultation with relevant stakeholders. Ensure compliance with policies and prescripts for the development of all Arts, Culture, Sport and Recreation programmes. Coordinate and implement advocacy/awareness programmes for both older persons and Persons with Disabilities including Gender Based Violence programmes in response to the transformation agenda. Work with different stakeholders to ensure the needs of elders and Persons with Disabilities including Gender Based Violence programmes in the Departmental sector are addressed. Ensure the compilation of the Departmental plans and reports on Job-Access Strategic Framework.

ENQUIRIES : Mr M.S. Mosimane Tel No: 018 3882851

POST 10/315 : **SENIOR ADMINISTRATIVE OFFICER (PLANNING) REF NO: 2023ACSR40/NW**
Strategic Management Directorate

SALARY CENTRE : R331 188 per annum (Level 08)
Head Office, Mmabatho

REQUIREMENTS : A three year National Diploma/Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management with equivalent qualification. Minimum of two years relevant experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies: Good planning and coordinating. Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Ensure compilation of institutional performance and strategic report. Coordinate and Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Facilitate and coordinate operational & strategic planning processes. Coordination of reports for Social Clusters, legislature etc. Coordinate the overall performance of Management Performance Assessment Tool. Conduct training and workshops on Management Performance Assessment Tool. Supervise staff training and development, performance and leave plan.

ENQUIRIES : Mr M Mosimane Tel No: (018) 388 2851

POST 10/316 : **SENIOR ADMINISTRATION OFFICER REF NO: 2023ACSR41/NW**
(Human Resource Planning and Systems)
Human Resource Administration Directorate

SALARY CENTRE : R331 188 per annum (Level 08)
Head Office, Mmabatho

REQUIREMENTS : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6. A minimum of three (3) years' experience in a role relating to Human Resources Information System (PERSAL) environment. A minimum of one (1) year experience in supervisory level. Understanding of HRM functions and role in the department. Should have completed PERSAL training courses in Introduction to PERSAL, Personnel Administration, Salary Administration and Establishment. PERSAL Controller Course and understanding of Vulindlela System would be an advantage. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Sound knowledge of prescripts and policies in relation to Human Resources Information Systems. Good governance and Batho Pele Principles. In-depth knowledge and working

experience on PERSAL. Ability to implement changes, manage data and provide reports using PERSAL. Computer literacy in MS Programmes, especially in EXCEL. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and ownership.

DUTIES : To maintain human resource and staff establishment information system, Management of PERSAL in the HR sphere (PERSAL Control). Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units. Facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Strategies (HR Plan and Employment Equity). Compile and maintain HR reports to ensure progress against set targets on HR Strategies. Provide advice on corrective actions related to HR Strategies where required. Provide the secretariat of the Employment Equity Committee. Supervision of staff.

ENQUIRIES : Ms W. Jacobs Tel No: 018 3882719

POST 10/317 : **CHIEF PERSONNEL OFFICER REF NO: 2023ACSR42/NW**
(Recruitment and Selection)
Human Resource Administration Directorate

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Head Office, Mmabatho
: A three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6. A minimum of three (3) years' experience in a role relating to recruitment and selection. A minimum of one (1) year experience in supervisory level. PERSAL Certificate introduction to PERSAL and Personnel Administration Knowledge of relevant prescripts. Good writing skills. Good interpersonal relations skills. The ability to work under pressure. Planning and organising skills. Computer literacy. A valid driver's licence.

DUTIES : Administer recruitment and selection processes. Implement qualification verification, reference checks and security clearance. Administer appointment, transfer, secondment and relocation. Approve all PERSAL transaction. Conduct exit interviews. Be responsible for general supervision and development of staff. Compile and maintain HR reports to ensure progress against set targets on HR Strategies. Provide advice on corrective actions related to HR.

ENQUIRIES : Ms W. Jacobs Tel No: 018 388 2719

POST 10/318 : **SENIOR PROVISIONING ADMINISTRATION OFFICER (DEMAND MANAGEMENT) REF NO: 2023ACSR43/NW**
Supply Chain Directorate

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Head Office, Mmabatho
: A Bachelor's Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management or equivalent tertiary qualification in a recognized accounting field. A minimum of three (3) years' experience in a role relating to Demand Management. A minimum of one (1) year experience in supervisory level. Knowledge of the PFMA, Supply Chain Management prescripts, Treasury Regulations and other relevant legislation. 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 system. Willingness to work cooperatively with others as a team and good communication skills. A valid drivers licence.

DUTIES : To coordinate the integration of the procurement plan. Assist and advice in determination of sourcing strategy per commodity. Collate, verify, and consolidate projects inputs into a Departmental Procurement Plan for delivery to be met within the identified timeframes. Ensure that the procurement of goods and services is in line with the approved Demand Management plan.

- Ensure that procurement processes are fully compliant with the SCM prescribed policies and prescripts. Ensure that the procurement of goods and services is in line with the approved Departmental Procurement Plan. Assist in collating information for both internal and external audit. Supervise staff within the unit in line with the Human Resources Management guidelines.
- ENQUIRIES** : Ms S. Pitso Tel No: 018 388 4136
- POST 10/319** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (ACQUISITION MANAGEMENT) REF NO: 2023ACSR44/NW**
Supply Chain Management Directorate
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Head Office, Mmabatho
: A Bachelor's Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management or equivalent tertiary qualification in a recognized accounting field. A minimum of three (3) years' experience in a role relating to Acquisition Management. A minimum of one (1) year experience in supervisory level. Knowledge of the PFMA, Supply Chain Management prescripts, Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), and Walker System will serve as an added advantage. 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 system. Willingness to work cooperatively with others as a team and good communication skills. A valid drivers licence.
- DUTIES** : To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process according to prescribed methodologies. Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Ensure manual and electronic tender registers and publish bids received on relevant tender portals. Attending and supporting site briefing meetings. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Perform secretariat function on Bid Committees and provide advisory services. Ensure evaluation reports comply with relevant and applicable prescripts. Manage and ensure communicate extension of validity period of bids. Liaise with Contract and Legal Administration on bids awarded. Supervise staff in line with the Human Resources Management Guidelines.
- ENQUIRIES** : Ms S. Pitso Tel No: 018 388 4136
- POST 10/320** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (ASSET & DISPOSAL MANAGEMENT) REF NO: 2023ACSR45/NW**
Supply Chain Management Directorate
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Head Office, Mmabatho
: A Bachelor's Degree or National Diploma in Accounting/ Financial Management or equivalent tertiary qualification in a recognized accounting field. A minimum of three (3) years' experience in a role relating to Provisioning Administration. A minimum of one (1) year experience in supervisory level. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), and Walker System. 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 system. Willingness to work cooperatively with others as a team and good communication skills. A valid driver's licence.
- DUTIES** : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. 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 and Trial Balance. Implement and manage registers for Finance Leases. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Supervise staff within Asset Management in line with the Human Resources Management guidelines. Ms S. Pitso Tel No: 018 388 4136

ENQUIRIES

POST 10/321

SENIOR ICT TECHNICIAN REF NO: 2023ACSR46/NW
Communications and Marketing Directorate

SALARY
CENTRE
REQUIREMENTS

R331 188 per annum (Level 08)
Head Office, Mmabatho
Matric plus a recognised National Diploma (Information Technology) (NQF Level 6) or related Information Technology Qualification. At least three years relevant experience, with a minimum of one (1) year experience in supervisory level including experience in Desktop Support and Microsoft Certified Information Technology Professional, ITIL Foundation Certificate. At least two to Five years' experience in desktop/ IT support. Microsoft Certified Information Technology Professional and MAC client operating systems as well as various software packages.

DUTIES

To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software and hardware incidents, including operations systems (Windows and MAC) and across a range of software applications. To assist all our users with any logged IT related incident when called upon. To take ownership of issues by carrying out problems analysis to implement temporary or permanent fixes with the aim to restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware, to resolve incidents with printers, copiers and scanners, maintain a first-class level of customers service ensuring that all customers are treated efficiently and in an appropriate manner, maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient. Attend GPG outreach programmes for the citizens.

ENQUIRIES

Mr D. Mogorosi Tel No: 018 388 2751

POST 10/322

SENIOR STATE ACCOUNTANT REF NO: 2023ACSR47/NW
(Expenditure Management)
Financial Management Directorate

SALARY
CENTRE
REQUIREMENTS

R331 188 per annum (Level 08)
Head Office, Mmabatho
Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of three years' experience in a financial management environment, with a minimum of one (1) year experience in supervisory level. Knowledge of Accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management. Basic Accounting System (BAS) and Walker Skills: Advanced computer literacy (Spreadsheet techniques). Ability to communicate at all levels. Problem solving. A valid drivers' licence.

DUTIES

Authorise payment vouchers, supervise the verification of accuracy and timeliness of payments recorded. Process payments on Walker-BAS, Monthly compilation of payment reports, Reconciliation of creditor's payments. Follow up on outstanding payments and ensure timeous payments to service providers. Scrutinise supporting documents for expenditure items to identify potential unauthorised, fruitless and wasteful and irregular expenditure and propose preventative actions. Develop and implement internal controls. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Respond to audit findings and correct audit exceptions relating to payments.

		Assist in implementing audit action plans. Supervise staff in line with the Human Resources Management guidelines.
<u>ENQUIRIES</u>	:	Ms K. Marumo Tel No: 018 388 2684
<u>POST 10/323</u>	:	<u>CULTURAL OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 214 per annum (Level 07)
	:	Dr Kenneth Kaunda District: Maquassi Hills Service Point Ref No: 2023ACSR48/NW (X1 Post)
	:	Bojanala District: Moretele Service Point Ref No: 2023ACSR49/NW (X1 Post)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts Administration. Minimum of 1-year relevant experience in the field of arts and culture. Computer literacy. A valid driver's license. Knowledge of applicable policies and procedures at provincial and national level. Knowledge of arts and culture and Public Service delivery strategies. Indigenous knowledge.
<u>DUTIES</u>	:	Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft. Create awareness programmes for crafts, performing and visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Implement and promote arts, culture and heritage programmes. Administer language programmes in the service point area. Develop and update database.
<u>ENQUIRIES</u>	:	Ms C. Motjuwadi (Dr Kenneth Kaunda District) Tel No: 018 2946860 Mr S.S Mothiba (Bojanala District) Tel No: 018 384 1891
<u>POST 10/324</u>	:	<u>SPORT PROMOTION OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 214 per annum (Level 07)
	:	Dr Kenneth Kaunda District: JB Marks Service Point Ref No: 2023ACSR50/NW
	:	Ngaka Modiri Molema District: Ramotshere Moilwa Service Point Ref No: 2023ACSR51/NW
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification. Minimum of 1-year relevant experience in the field. Computer literacy. Knowledge of sport and recreation activities. A valid driver's licence would serve as an advantage. Experience in the operation of federations, sports and recreation transformation charter, as well as sport and recreation legislation framework. Knowledge of programmes. Honesty, loyalty and commitment. Innovative. Good Interpersonal relations. Conflict management, negotiation, coordination and communication skills.
<u>DUTIES</u>	:	Coordinate the establishment of and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	:	JB Marks Service Point - Ms C. Motjuwadi Tel No: (018) 294 6860 Ramotshere Moilwa Service Point Mr M.R Molefe Tel No: 018 642 3972
<u>POST 10/325</u>	:	<u>STATE ACCOUNTANT REF NO: 2023ACSR52/NW</u>
<u>SALARY CENTRE</u>	:	R269 214 per annum (Level 07)
	:	Ngaka Modiri Molema District: Klein Marico Recreation Centre
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management. Working Knowledge of PASTEL. Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity. A valid drivers licence.
<u>DUTIES</u>	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash 2. Supervise and perform salary administration support services. Receive and allocate salary advices.

Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents 3. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals management accounting 4. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff.

ENQUIRIES : Ms T. Naphakade Tel No: 018 381 1414

POST 10/326 : **STATE ACCOUNTANT REF NO: 2023ACSR53/NW**
(Expenditure Management)
Financial Management Directorate

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Head Office, Mmabatho
: Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Basic Accounting System (BAS) and Walker Skills. Advanced computer literacy. A valid driver's licence.

DUTIES : Ensure compliance to Pre-audit and post audit of payment vouchers. Ensure proper document control. Follow up on payment queries. Reconciliation of payments. Ensure that payment are made timeously. Authentication of processed payments. Supervise staff in line with the Human Resources Management guidelines.

ENQUIRIES : Ms K. Marumo Tel No: 018 388 2684

POST 10/327 : **STATE ACCOUNTANT REF NO: 2023ACSR54/NW**
(Budget and Cashflow Management)
Financial Management Directorate

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Head Office, Mmabatho
: Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management. Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity. A valid driver's licence.

DUTIES : Ensure verification and allocation of all requisition according to the prescripts and procedures. Preparing and capturing of cash flow in BAS, compilation of journals. Ensure safekeeping of all financial records for audit purposes. Participate in the capturing of the EPRE budget; adjustment and rollover. Participate in the preparation of expenditure reports and budget maintenance etc. Supervision of staff in line with the Human Resources Management guidelines.

ENQUIRIES : Mr T Pitso Tel No: 018 388 5565

POST 10/328 : **ADMINISTRATION OFFICER REF NO: 2023ACSR56/NW**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Ngaka Modiri Molema (Itsoseng Stadium)
: Appropriate 3 year National Diploma (NQF level 6) as recognised by SAQA in Public Management/Administration or equivalent. Valid Drivers' license. Minimum of 1-year relevant experience in spheres of facilities management and administration. Knowledge of word processing, desktop publishing,

- spreadsheets and other related software. Sound knowledge of operation procedures of facilities or other comparable facilities. Good public relation skills and communication skills. Proven report writing and presentation skills. Good knowledge of the public sector and its regulatory and legislative framework.
- DUTIES** : Maintain departmental information and records. Maintain Itsoseng Stadium and ensure it is habitable. Manage the bookings of the stadium. Collect and bank revenue for the usage of the stadium. Ensure safety in the stadium. Subordinate supervision and management. Keep records of employees on a daily basis.
- ENQUIRIES** : Mr Marindi Tel No: 018 388 2774
- POST 10/329** : **FOREMAN REF NO: 2023ACSR55/NW**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Ngaka Modiri Molema District: Mmabatho Stadium
REQUIREMENTS : Matric certificate. General working experience. Good listening skills. Good interpersonal relations. The ability to work under pressure. A valid driver's license.
- DUTIES** : Oversee and Supervise cleaners and groundsmen in the complex. Identify and facilitate purchasing of cleaning material and working tools. Ensure proper maintenance of equipment in the complex and its safekeeping. Oversee overall cleaning in the complex. Ensure that the turf is watered and maintained (turf maintenance). Oversee the general maintenance of complex. Ensure plants and trees pruned.
- ENQUIRIES** : Mr N Mohapi Tel No: (018) 392 4295
- POST 10/330** : **ADMINISTRATION CLERK REF NO: 2023ACSR57/NW (X1 POST)**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Dr Kenneth Kaunda District Office
REQUIREMENTS : A Grade 12 Certificate. Computer literacy especially MS Word, PowerPoint and Excel. Good interpersonal relations. Office management skills. Good communication skills. Ability to handle confidential matters. Ability to work under pressure.
- DUTIES** : Type documents, letters and memorandums. Perform regular administrative work in accordance with the Regulatory Framework and guidelines relating to general office functions. Render logistical administrative and personal administration support to the Sport, Recreation, Arts and Culture Office. Assist in arranging meeting, filing and safekeeping of confidential documents, photocopying and administration of documents. Assist in managing the telephone and reception area.
- ENQUIRIES** : Ms C. Motjuwadi Tel No: (018) 294 6860
- POST 10/331** : **HUMAN RESOURCE CLERK REF NO: 2023ACSR58/NW**
 Organisational Development Directorate
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Matric certificate. The following will serve as an added advantage, a minimum of one 1 year working experience in an Organisational Development environment. The candidate should have a willingness to travel. Skills and Competencies: Knowledge of clerical duties and practices. The ability to operate a computer, capture data accurately and collect statistics. Knowledge and understanding of the legislative framework, prescripts and regulations governing the public service. Knowledge of working procedures in terms of the working environment. Knowledge of practical establishment administration and functional knowledge of PERSAL. Batho Pele Principles. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).
- DUTIES** : Render efficient and effective general administrative support services within the unit. Provide administrative support in the implementation and maintenance of the approved organisational structure. Assist in conducting Job Description investigations. Assist in the development of Job Descriptions. Assist with the maintenance of the departmental establishment on PERSAL System.
- ENQUIRIES** : Mr T. Makgolo Tel No: 018 3882731

- POST 10/332** : **HUMAN RESOURCE CLERK REF NO: 2023ACSR59/NW**
(Recruitment and Selection)
Human Resource Administration Directorate
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, a minimum of one 1 year working experience. 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. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms W. Jacobs Tel No: 018 388 2719
- POST 10/333** : **HUMAN RESOURCE CLERK REF NO: 2023ACSR60/NW**
(Conditions of Service)
Human Resource Administration Directorate
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, a minimum of one 1 year working experience. 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. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) or etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms W. Jacobs Tel No: 018 388 2719
- POST 10/334** : **FINANCE CLERK REF NO: 2023ACSR61/NW**
(Financial Accounting)
Financial Management Directorate
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Ngaka Modiri Molema District: Klein Marico Recreation Centre
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, a minimum of one 1 year working experience. Job related knowledge: 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 legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems PASTEL. Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g.

capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Ms T Naphakade Tel No: 018 381 1414

POST 10/335 : **ACCOUNTING CLERK REF NO: 2023ACSR62/NW**
(Payroll)
Financial Management Directorate

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
: Head Office, Mmabatho
: Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, A Degree or Diploma in Financial Management, minimum of one year working experience. Job related knowledge: 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 legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Public Service Act (PSA), Public Service Regulations (PSR). Knowledge of basic financial operating system (PERSAL). Job related skills: Planning and organising skills, Computer literacy, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.

DUTIES : Collection of PERSAL material, sorting and distribution of payroll and IRP5's, pre-auditing and capturing of claims, allowances and deductions on PERSAL system. Oversee filing of documents, scanning of S&T documents before they are filled etc. Ensure the efficient and proper recording of documents, timeous submission of salary documents for auditors and other stakeholders.

ENQUIRIES : Ms Br Manyeneng Tel No: 018 388 4896

POST 10/336 : **SUPPLY CHAIN CLERK REF NO: 2023ACSR63/NW (X4 POSTS)**
Supply Chain Management Directorate

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
: Head Office, Mmabatho
: Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of Supply Chain Management. Knowledge of Treasury Regulations. Knowledge of Government stores policies. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Good interpersonal skills.

DUTIES : Render demand and acquisition clerical support. Request inputs for demand and procurement plans. Prepare specifications. Assist with secretarial services for BID specification and evaluation committees. Prepare requests for quotations. Evaluation of received quotations. Provide weekly, monthly and quarterly reports to management. Report on fruitless and wasteful expenditure. Provide deviation reports. Maintain demand and acquisition registers. Draft memorandums. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers. Promote the application of relevant legislation, policies and procedures. Ensure that the current policies are adhered to. Ensure that the standard operating procedures are followed. Ensure that the applicable processes are followed. Ensure that the delegations of authority are adhered to.

ENQUIRIES : Ms S. Pitso Tel No: 018 388 4136

<u>POST 10/337</u>	:	<u>DRIVER / MESSENGER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R151 884 per annum (Level 04) Dr Kenneth Kaunda District Office Ref No: 2023ACSR64/NW (X1 Post) Head Office – Mmabatho Ref No: 2023ACSR65/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. Must have a valid minimum ECI (Code 10) driver's license with two (2) or more years' experience as a driver. Must be in possession of a recent PDP (renewed). Basic literacy and basic numeracy skills. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.
<u>DUTIES</u>	:	Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy. Ensure that all relevant documents are recorded and maintained according to legislative prescriptions.
<u>ENQUIRIES</u>	:	Dr Kenneth Kaunda District Office - Ms C Motjuwadi Tel No: 018 2946860 Head Office - Mr M.S. Mosimane Tel No: 018 388 2851
<u>POST 10/338</u>	:	<u>SUPERVISOR CLEANER REF NO: 2023ACSR66/NW</u> Strategic Management Directorate
<u>SALARY CENTRE</u>	:	R151 884 per annum (Level 04) Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Abet level 4/ Grade 12 Certificate or equivalent. Cleaning environment will serve as an added advantage. Must be computer Literate. Knowledge of cleaning procedures, health and safety requirements, basic records keeping and understanding of applying or using cleaning chemicals correctly (dilution/mix). Have Communication, interpersonal, problem solving and conflict resolution and Administrative skills.
<u>DUTIES</u>	:	Daily inspection to ensure hygiene and cleanliness, supervise cleaning staff and provide training, delegation of duties and control of cleaning materials. Assess and evaluate the performance of cleaners (PMDS). Effectively manage and control cleaning equipment. Order, receive and issue cleaning materials. Monitor the condition and availability of cleaning materials. Communicate with all stakeholders, Adhered to infection control. Knowledge of six priorities of minister and to carry lawful instructions given by an authorized.
<u>ENQUIRIES</u>	:	Mr M.S. Mosimane Tel No: 018 388 2851
<u>POST 10/339</u>	:	<u>CLEANER (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R107 196 per annum (Level 02) Ngaka Modiri Molema District (Ramotshere Moilwa Service Point) Ref No: 2023ACSR67/NW (X1 Post) Dr Kenneth Kaunda District (Maquassi Hills Service Point) Ref No: 2023ACSR68/NW (X1 Post) Dr Kenneth Kaunda District (District Library) Ref No: 2023ACSR69/NW (X1 Post) Dr Ruth Segomotsi Mompoti District: Greater Taung Service Point Ref No: 2023ACSR70/NW (X1 Post) Dr Ruth Segomoti Mompoti District Office Ref No: 2023ACSR71/NW (X1 Post) Dr Ruth Segomotsi Mompoti District (District Library) Ref No: 2023ACSR72/NW (X1 Post) Bojanala (District Library) Ref No: 2023ACSR73/NW (X1 Post) Library And Archives (Head Office) Ref No: 2023ACSR74/NW (X2 Posts) Head Office Ref No: 2023ACSR76/NW (X3 Posts)
<u>REQUIREMENTS</u>	:	An ABET certificate. Experience in Auxiliary Services duties will serve as an added advantage. Basic knowledge of cleaning principles, Chemical use (dilution/mix), Knowledge of cleaning equipment to be used, Knowledge of Health and safety requirements, Knowledge of basic record keeping, Basic understanding of applying safety rules, basic understanding of applying or using chemicals correctly, Good communication interpersonal relations.
<u>DUTIES</u>	:	Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, Waxing, Sweeping, Scrubbing and Vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of wastepaper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand

- wash liquid soap. Replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
- ENQUIRIES** : Ms T Naphakade: Ngaka Modiri Molema District Tel No: 018 381 1414
 Mr Gopolang Valtyn: Dr Ruth Segomotsi Mompoti Tel No: 053 920 280162
 Mr M.S. Mosimane: Head Office Tel No: 018 3882851
 Ms Te Ross: Library Services Tel No: 018 388 3975
- POST 10/340** : **GROUNDSMAN (X5 POSTS)**
- SALARY CENTRE** : R107 196 per annum (Level 02)
 : Bojanala District: Rustenburg Recreational Centre Ref No: 2023ACSR77/NW (X3 Posts)
 Ngaka Modiri Molema District: Mmabatho Stadium Ref No: 2023ACSR78/NW (X2 Posts)
- REQUIREMENTS** : An ABET literacy qualification. General working experience. Good listening skills. Good interpersonal relations. The ability to read and write. The ability to work under pressure.
- DUTIES** : Maintain and clean garden and surrounding areas. Clean equipment and storeroom. Maintain gardening tools and equipment. Undertake general maintenance, e.g. plumbing and unblocking drains. Plant and maintain trees and flowers. Assist in lifting tables and chairs around the centre. Rearrange the boardroom when necessary.
- ENQUIRIES** : Rustenburg Recreational Centre - Ms Thema Tel No: 014 594 8500
 Mmabatho Stadium - Mr. N Mohapi Tel No: (018) 392 4295

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/341 : **SENIOR AGRICULTURAL ECONOMIST (MARKET ANALYSIS):
MARKETING AND AGRIBUSINESS REF NO: AGR 10/2023**

SALARY : R491 403 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honors' degree in Economics or Agricultural Economics with subjects in Agricultural Marketing or an equivalent degree; A minimum of 3 years relevant experience; A valid (code 8/B) driving licence. Recommendation: Practical experience in and exposure to agricultural marketing value chains analysis (domestic and international); A broader practical understanding of the agricultural marketing environment, agricultural marketing policies and marketing of agricultural products' legislation. Competencies: Knowledge of economic and financial analytical techniques; Proven computer literacy (MS Office); Skills needed: Statistical; Negotiation; Communication (written and verbal).

DUTIES : Conduct Product focused Market Research with the major emphasis on new or niche sectors and products; Produce trade analysis reports on market requirements such as sanitary and phytosanitary measures and technical requirements, rules and certificates of origin; Trade remedies and applied tariff rates for different markets and supply advice to clients; Communicate with industry role players and represent the Western Cape on various platforms (locally and internationally); Oversee the execution of projects by the Agricultural Economists.

ENQUIRIES : Ms L Thabethe Tel No: (021) 808 7733
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>

POST 10/342 : **AGRICULTURAL ECONOMIST: MARKETING AND AGRIBUSINESS
(ELSENBURG) REF NO: AGR 09/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree or equivalent qualification with Economics and/or Agricultural Economics as major subjects; A valid (Code B or higher) driving licence. Recommendation: Food Science courses as part of your tertiary qualification; Experience in agricultural value chain(s); Working knowledge of the following: Agricultural marketing environment; Agricultural value chain/s; Agro-processing sector. Competencies: Knowledge of the following: Clear articulation of the challenges faced by the agricultural sector in relation to value addition; Understanding niche markets and value adding for agricultural products; Proven computer literacy; Excellent networking, report writing and presentation skills; Ability to communicate technical information accurately; Written and verbal communication skills.

DUTIES : Perform market research with key emphasis on agricultural products, markets and value chains based on the department strategic/operational plan; Produce

		agricultural market information reports and other related systems/databases; Communicate with industry role players and represent the Western Cape on various platforms; Respond timely to enquiries relating to agricultural market information; Perform administrative and related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Thabethe Tel No: (021) 808 7733
	:	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
<u>POST 10/343</u>	:	<u>ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (LAINGSBURG) REF NO: AGR 08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05)
	:	Department of Agriculture, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience. Competencies: Sound organisational and leadership abilities; Good written and verbal communication; Ability to work in a team, work under pressure and prepare and deliver good presentations.
<u>DUTIES</u>	:	Provide secretarial and administrative support to the Agricultural Advisors; General office administration; Provide secretariat and logistical support for all meetings and events; Travel to such meetings to provide the necessary support; Liaise with all stakeholders related to the Comprehensive Agricultural Support Programme; Practicing the eight Batho Pele Principles.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Erasmus Tel No: (023) 414 9209
	:	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
<u>POST 10/344</u>	:	<u>ACCOUNTING CLERK: ACCOUNTS AND BAS ADMINISTRATION REF NO: AGR 38/2022 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05)
	:	Department of Agriculture, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Basic Accounting System; Public Finance Management Act; National Treasury Regulations and Provincial Treasury Instructions; Division of Revenue Act; Proven computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	:	Procure, collect and maintain stationery and other goods and services for the section; Compile and capture general journals to ensure the integrity of financial data on the Basic Accounting System; Maintain asset and liability accounts as well as other bookkeeping related tasks; Reporting, reconciliations and registers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ME Huisamen Tel No: (021) 808 5037
	:	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
<u>POST 10/345</u>	:	<u>FARM AID: CROPPING SYSTEMS (TYGERHOEK) REF NO: AGR 12/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R107 196 per annum (Level 02)
	:	Department of Agriculture, Western Cape Government
	:	Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: A valid driving licence; Proven experience in technical teams assisting research projects on canola, legumes and grain crops. Competencies: Good understanding of the following: Protein and grain crops; Ability to: Follow relevant technical instructions in the research environment and distinguish between crops and weeds; Perform hard manual labour; Detect changes and variation and understanding a basic trial plan; Written and verbal communication skills.
<u>DUTIES</u>	:	Perform routine activities in respect of supporting plant sciences research through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation (e.g. cleaning and houghing) etc.; Perform general routine activities which would include inter alia the

**ENQUIRIES
APPLICATIONS**

following: Cleaning facilities; Disposal of farm waste material; Provide water supply for livestock and farming buildings.

- : Ms L Smorenburg Tel No: (028) 425 4864
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
3. Email your application to, westerncape@immploy.com Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
: 11 April 2023

CLOSING DATE

DEPARTMENT OF COMMUNITY SAFETY

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

- : 03 April 2023

NOTE

- : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. 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 10/346

- : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 03/2023**

**SALARY
CENTRE
REQUIREMENTS**

- : R1 308 051 per annum (Level 14), all-inclusive salary package
: Department of Community Safety, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Business Continuity Management, Enterprise Risk Management, Occupational Health and Safety. Competencies: Proven knowledge of the following: Security Risk Management; Legislation, Regulatory frameworks, Policies and best practices; Information Systems;

Procurement and tendering processes; Policy development and strategy management, monitoring and review processes; Performance Management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Accounting Finance and Audit; Information Technology; Formal Training; Legal administration; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

- DUTIES** : Strategic Management; Provide advice, guidance in relation to safety and security risk management; Develop transversal policy documentation; Strategy Formulation; People Management; Financial Management.
- ENQUIRIES** : Adv. Y Pillay Tel No: (021) 483 9212

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- 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** : 03 April 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 10/347** : **CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 11/2023**
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Arts. Recommendation: Experience of the following: Community liaison; Client management; Electronic systems; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management (application of the key principles); Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Financial, operational management and administration of facility bookings; Management of correspondence, enquiries and complaints; Provide administrative and technical support to the component; Management of basic research into best practice models into management of similar facilities and recording the findings; Give input into policies and frameworks related to the usage of the cultural facilities and facilitate the implementation thereof; Management of information (storage / filing); Collect, analyse, compile and update data of all bookings as well as revenue collection related to the seven cultural facilities.
- ENQUIRIES** : Ms L Jephtha Tel No: (021) 483 9722

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- 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** : 03 April 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification

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

OTHER POSTS

POST 10/348 : **DEPUTY DIRECTOR: FINANCIAL SERVICES AND ICT SECTOR REF NO: DEDAT 05/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent) or higher in economics, development studies or investment management; A minimum of 3 years management level experience. Recommendation: Qualification or experience in research; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Western Cape Economy; Services sector; Investment Promotion and Development; Skills needed: Written and verbal communication; Proven computer literacy; Research and report writing; Ability to work independently and as part of a team.

DUTIES : To develop operational financial services and ICT sector programmes derived from the strategic framework for Trade and Sector Development (TSD); Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; To act as a project manager for the various Financial Services and ICT programmes being designed and developed through national and provincial government policy; Human Resource Management; Financial Management.

ENQUIRIES : Ms I van Schalkwyk Tel No: (021) 483 9494

POST 10/349 : **ASSISTANT DIRECTOR: STRATEGIC COORDINATION REF NO: DEDAT 06/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma/BDegree (equivalent or higher qualification); A minimum of 3 years relevant experience within a strategic and operational support environment. Recommendation: Proven experience in the coordination and assessment of strategic documents (including Annual Reports and Annual Performance Plans) and coordinating and reporting on strategic matters within a national or provincial government department. Competencies: Knowledge of the implementation and reporting on the following: Provincial and national government strategic planning strategies and frameworks; Policies, legislation, guidelines, standards, procedures and best practices in applicable areas, including Human Rights Mainstreaming, POPIA and PAIA; Strategic management processes, including Ethics, Values-driven Change Management and Service Delivery Improvement Planning; Public Finance Management Act; Basic Knowledge of Economics; Skills needed: Proven computer literacy (MS Office); Planning and organising; Facilitation/coordination; Problem solving; Communication (written, verbal, presentation, report writing); Ability to work independently and as part of a team; Policy analysis

DUTIES : Coordinate departmental strategic processes including Annual Performance Plan, Annual Report, Strategic Plan (Midterm review) and Annual Operational Plan; Facilitate the Department's reporting on strategic matters by project managing the process and all strategic reporting and activities as they relate to all interactions with the National Departments, Department of the Premier, Provincial Treasury and the Office of the Auditor General; Facilitate strategic

support to the Department through the management and reporting of cross-cutting issues relating to departmental strategic responsibilities, including Service Delivery Improvement, Human Rights Mainstreaming and Valuesdriven Change Management; Raise awareness on POPIA, PAIA and Ethics.

ENQUIRIES : Ms M Carstens Tel No: (021) 483 9223 /Martie.Carstens@westerncape.gov.za

POST 10/350 : **ADMINISTRATIVE OFFICER: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 04/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Post school qualification (1-2 years) in Knowledge Management or Data Management; A minimum of 3 year relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant software packages; Relevant legislation, policies, prescripts and procedures, including, Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA) and data management; Public Finance Management Act (PFMA); Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication; Project management; Accounting finance and audit; Information technology; Economic and financial analysis; Legal administration.

DUTIES : Render line administrative support services; Co-ordinate reporting activities and maintain the relevant systems; Provide knowledge management, enterprise content management (ECM) and procurement support; Assist with the administration of the user asset management plan, business continuity plan and security services.

ENQUIRIES : Mr D Stevens Tel No: (021) 483 9243

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 : 03 April 2023

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

OTHER POSTS

POST 10/351 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: EADP 19/2022 R1**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act; The Treasury Regulations and Finance Instructions; Transversal public sector accounting systems. Skills needed: Computer literacy in MS Office package (Word, Excel, PowerPoint, Internet, Email); Written and verbal communication; People Management; Research; Presentation

DUTIES : Monitoring and compiling of financial reporting; Overall assessment and compilation of the Interim and Annual financial statements; Conduct appropriate system maintenance and monitoring and perform month/year-end

		closure in compliance with the guidelines issued by National and Provincial Treasury; Managing the preaudit process; Management of staff.
<u>ENQUIRIES</u>	:	Mr Y. Horniet Tel No: (021) 483 8337
<u>POST 10/352</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES REF NO: EADP 02/2023</u>
<u>SALARY CENTRE</u>	:	R393 711 per annum (Level 09) Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	4-year LLB Degree (equivalent or higher qualification) in Law; A minimum of 3 years litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Knowledge and understanding of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills; Computer literacy (MS Office); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support to officials in the Department; Comments on national and provincial draft legislation; Assistance with formulating requests for legal opinions.
<u>ENQUIRIES</u>	:	Ms T Faber Tel No: (021) 483 8332
<u>POST 10/353</u>	:	<u>TECHNICAL ASSISTANT: POLLUTION AND CHEMICALS MANAGEMENT), REF NO: EADP 03/2023</u> (12 Month Contract Position)
<u>SALARY CENTRE</u>	:	R331 188 per annum (Level 08), plus 37% in lieu of benefits Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Honours Degree in Natural, Environmental, Engineering Sciences or equivalent qualification; A minimum of 3 years' technical experience in an environmental field, including pollution and/or water resource management or other such related sectors; A valid (code EB/B) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge and experience in the following: Application of environmental legislation, especially related to pollution management; Project development and management; Undertaking data analysis and research report writing; Project management experience; Integrated environmental resource management. Competencies: Knowledge of environmental legislation, especially related to pollution management; Skills needed: Communication (written and verbal); Report writing and data management; Proven computer literacy; Attention to detail and time management; Ability to research scholarly articles and source information.
<u>DUTIES</u>	:	Support the administrative requirements and provide technical and research assistance linked to project development and implementation; Provide specialist environmental comment and input on environmental and technical reports and assist in developing business case studies, project specifications and scope of work and reviewing of strategic frameworks, policy and legislation; Support specific projects regarding report writing, environmental monitoring, data analysis and ecological rehabilitation; Support stakeholder engagements and communication initiatives with regards to the projects being implemented.
<u>ENQUIRIES</u>	:	Ms A Horn Tel No: (021) 483 8100/ 079 097 9271

DEPARTMENT OF HEALTH

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.
ERRATUM: Kindly note that the advert for the post Assistant Director: People Administration, Chief Directorate: Emergency and Clinical Services Support advertised in the Public Service Vacancy 09 dated 10 March 2023 with Ref No: Post 9/275, the post title has been amended to Assistant Director: Provisioning Administration (Supply Chain Management). Kindly note that the advert for the post Sterilisation Production Operator, Beaufort West Hospital, Central Karoo District advertised in the Public Service Vacancy 09 dated 10 March 2023 with Ref No: 09/284 post has been cancelled.

OTHER POSTS

POST 10/354 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) X2 POSTS (POST 1: SURGICAL, MATERNITY AND NEONATOLOGY), (POST 2: MEDICAL, PSYCH, ONCOLOGY AND OPD)**

SALARY : R881 961 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Basic R425 (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 appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. A minimum of 4 years of the period referred to above, must be appropriate/recognizable experience at managerial level. Inherent requirements. Valid (Code B/EB) drivers' license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Vast experience in Human Resource Management within a Nursing context. Computer literacy in all MS packages. Strategic Nursing Leadership. Knowledge, ability to plan and apply management processes for required outcomes. Knowledge of quality assurance, infection control and occupational health and safety issues. Expertise in Quality Assurance, Infection Prevention and Control and Risk Management. Sound knowledge of Financial Management (FBU), Cost Centre and Supply Chain Management. Experience in Change Management, Leadership, innovation and strategic and clinical governance. Computer literacy in all MS Word packages. Human Resource Management, ability to work under pressure, meet deadlines, decision-making and problem-solving. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape.

DUTIES : Utilise information technology and other management information for the enhancement of the service. Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division, 24-hours a day, 7 days a week in clinical portfolios. Effective and efficient management of human, financial and material resources. Provide professional, technical and management support to ensure the provision of quality patient care through proper management of nursing care programs. Manage financial resources, assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Promote and participate in nursing research, training and development. Develop, implement, maintain and revise policies, regulations, standards. Deputise for the Senior Manager Nursing. Utilize information technology and other management information for the enhancement of the service.

ENQUIRIES APPLICATIONS : Mr A Mohamed Tel No: (021) 404-2071
: 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.

<u>CLOSING DATE</u>	:	11 April 2023
<u>POST 10/355</u>	:	<u>ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	Grade A: R750 693 per annum Grade B: R846 429 per annum Grade 3: R967 809 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town Minimum educational qualification: University degree in Mechanical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Grade A: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). Grade B: At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Ability to communicate in two of the three languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in designing of building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation) for healthcare facilities. A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings (e.g. Hospital). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr I Parker Tel No: (021) 483-9359 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 11 April 2023
<u>POST 10/356</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (HIVAIDS/STITB COORDINATOR)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R464 466 per annum George Sub-district Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to

travel. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of HIV/AIDS/STI/TB, Management. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the George Sub District HIV/AIDS/TB Services. Provide comprehensive support for George Sub-districts to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support George Sub-Districts to achieve programmatic deliverable HIV/AIDS/STI/TB. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Coordinate the MMC Program to achieve targets.

ENQUIRIES : Ms MFJ Marthinus Tel No: (044) 814-1100
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 : 11 April 2023

POST 10/357 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R400 644 (PN-B1) per annum

Grade 2: R492 756 (PN-B2) per annum

CENTRE : Bothasig CDC (X1 Post)

Goodwood CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatric Nursing Science with the South African Nursing Council. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable. experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirement of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at PHC level. Good interpersonal, planning, and organisational skills. Computer literacy (MS Word). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

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

ENQUIRIES : Ms I Van Heerden Tel No: (021) 400-4166
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. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Advanced Psychiatric Nursing Science with the South African Nursing Council.”

- CLOSING DATE** : 11 April 2023
- POST 10/358** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R400 644 (PN-B1) per annum
Grade 2: R492 756 (PN-B2) per annum
- CENTRE** : D’Almeida CDC, Mossel Bay Sub-district
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO’s Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Assist the Operational Manager: PHC with managing human resources.
- ENQUIRIES** : Ms A Lamprecht Tel No: (044) 604-6106
- 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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 11 April 2023
- POST 10/359** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R393 711 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

- Strong managerial and supervisory skills. Computer skills (MS Office, Excel and PowerPoint).
- DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource. Ensure compliance with the Auditor-General's requirements and HR audit reports are in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plans (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Monitor APL expenditure and advise on rectification plans for areas of overspend. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans. Management of sound Labour Relations and effective participation in IMLC and labour relations matters. Management and training of staff in the Human Resource Component.
- ENQUIRIES** : Ms Y Nelukalo Tel No: (021) 799-1123, e-mail address: yvonne.nelukalo@westerncape.gov.za
- 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** : 11 April 2023
- POST 10/360** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SYSTEMS)**
Directorate: Supply Chain Management
- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management Systems. Appropriate LOGIS and IPS/e-PS experience. Inherent requirements of the Job: Valid (Code B/EB) driver's license. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Application of relevant procurement legislation/policies. Computer literacy in MS Office Package (Word, Excel, PowerPoint). Data analytics and reporting Organizing Skills Knowledge of LOGIS, IPS/e-PS, CSD and WCSEB Skills to do Presentations, Planning and organising and Problem solving. Ability to work independently and as part of a team; Work under pressure and to cope with a high workload. Excellent human relations abilities.
- DUTIES** : Manage Systems Team. Manage Reporting of Supply chain information Perform data analytics to inform strategic decision making. Ensure audit compliance with all statistics and data set reporting requirement. Manage utilization and implementation of all Supply Chain systems including enhancements. Coordinate training on systems. Management of Departmental LOGIS System Controller function. Compilation and Maintenance of departmental manuals and procedures on Supply Chain Systems. Management of Supply Chain Management Support Desks Management of LOGIS contract module for the Department. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration.
- ENQUIRIES** : Mr S Appolis Tel No: (021) 483-3862
- 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** : 11 April 2023
- POST 10/361** : **CSSD MANAGER**
- SALARY** : R393 711 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Sterilisation and Decontamination Services as a junior manager/supervisor. Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective

decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline and labour relations.

DUTIES : Manage, organise and control Central of Central Sterile Services Department (CSSD) and Gas Sterilisation Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

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 : 11 April 2023

POST 10/362 : **QUALITY ASSURANCE CO-ORDINATOR**
West Coast District

SALARY : R393 711 per annum

CENTRE : West Coast District: Saldanha Bay Sub-district (Stationed at Vredenburg Hospital)

REQUIREMENTS : Minimum educational qualification: An appropriate four Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health & Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid driver's license and willingness to travel extensively within the rural districts. Can communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports, and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint, and Outlook).

DUTIES : To support the Health Establishment, staff & Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms & Standards requirements. To ensure the maintenance of the Infection Prevention and Control (IPC) standards. To establish measures that will ensure Health and Safety of staff & users. To help build the competency of staff by identifying, planning, and addressing Quality Improvement (OI), Infection Prevention and Control (IPC) and Occupational Health & Safety training needs. To Monitor data quality in the Health Establishment and update the Health Establishment Training data base.

ENQUIRIES : Ms E Van Ster Tel No: (022) 487-9269, Email: Ester.VanSter@westerncape.gov.za

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 : 11 April 2023

POST 10/363 : **CASE MANAGER**

SALARY : R331 188 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: A three-year health-related qualification registerable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management Functions. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation (i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Knowledge and understanding of Case Management Policies and procedures in Public

- DUTIES** : Hospitals. Good knowledge of the Uniform Patient Fees Schedule (UPFS) and Managed Health Care or Hospital. Computer literacy (Word/Excel).
: Continuous updating of clinical conditions of externally funded patients. Control the correctness of the hospital bills, medical aids and privately funded patients. Update role players involved in Managed Care regarding all policies, protocols and procedures. Ensure a valid and Complete ICD-10 code assigned for pre-authorization, clinical updates and invoice. Control and assessment of clinical records and accounts of externally funded patient's documents. Facilitate training of relevant staff regarding Managed HealthCare.
- ENQUIRIES APPLICATIONS** : Mr R James Tel No: (021) 404-2358
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 11 April 2023
- POST 10/364** : **ARTISAN PRODUCTION GRADE A TO C (BRICKLAYING/BUILDING)**
: Directorate: Engineering and Technical Support Services (Metro West District Hub, Retreat)
- SALARY** : Grade A: R199 317 per annum
: Grade B: R234 780 per annum
: Grade C: R274 092 per annum
- CENTRE REQUIREMENTS** : Head Office
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Ability to communicate in three of the two languages of the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repair building installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES APPLICATIONS** : Mr K Matthews Tel No: (021) 715-5940
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 11 April 2023
- POST 10/365** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
: Directorate: Engineering and Technical Support Services (Metro West, Zwaanswyk Mobile Workshop)
- SALARY** : Grade A: R199 317 per annum
: Grade B: R234 780 per annum
: Grade C: R274 092 per annum
- CENTRE REQUIREMENTS** : Head Office
: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of building projects/repairs at hospitals and health institutions. Maintain and repair buildings and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr K Matthews Tel No: (021) 592-1918

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 : 11 April 2023

POST 10/366 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Garden Route District

SALARY : R181 599 per annum
CENTRE : Ladysmith Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate / Grade 12 or (equivalent). Experience: Appropriate experience of Salary Systems (PERSAL). Appropriate experience in Human Resource Management. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime when required. Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Competencies (knowledge/skills): Excellent filing and recordkeeping skills. Good computer literacy skills.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations, and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management, and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

ENQUIRIES : Mr AJ Lee Tel No: (044) 203-7219
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 : 11 April 2023

POST 10/367 : **HOUSEKEEPING SUPERVISOR**
West Coast District

SALARY : R151 884 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning experience in an industrial unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays and in other departments. Willingness to undergo formal / informal in-service training and to train sub-ordinates. A valid (Code B/EB) Driver's license. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge / skills): Basic computer literacy (MS Word and Excel). Supervisory skills and optimal utilisation of sub-ordinates. Knowledge of Staff Performance Management System. Ability to perform routine structured tasks. Ability to operate machines/equipment in a cost-effective manner. The incumbent must be able to work independently and under pressure. Knowledge of the principles of asepsis to prevent infection, infestation and cross-infection. Knowledge and skills of procurement practices.

DUTIES : Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Effective utilisation of resources (physical and financial). Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Respond to customer complaints & special requests. Handle and remove domestic and medical waste. Audit checks for all work areas. Control and issue linen stock as required. Monitor and replenish cleaning product stock. Application of disciplinary procedures and conflict resolution. Supervisor of operational requirements within the Housekeeping unit. In house training of housekeeping team in all aspects relating to daily tasks. Ensure compliance with Health & Safety and sanitation policies in all areas.

ENQUIRIES : Mr L Mphato Tel No: (022) 921-2153

APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION : Ms A Douries
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/368 : **TUBE FEED OPERATOR**

SALARY : R128 166 per annum
CENTRE : Grootte Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in a hospital tube feed service. Inherent requirements Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Work Overtime on Public Holiday and Weekends. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape. Basic knowledge of nutritional products. Knowledge of kitchen hygiene practices. Basic knowledge of store keeping and stock management.
DUTIES : Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room. Delivery and dispensing of tube feeds and supplements. Basic stock taking. Perform basic administrative tasks as required within the department.

ENQUIRIES : Ms A. Du Toit Tel No: (021) 404-4471
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 : 11 April 2023

POST 10/369 : **LAUNDRY AID**
Central Karoo District

SALARY : R107 196 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirements of the job: Physically fit to do manual labour. Ability to work with laundry machinery and equipment. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Sort, wash, dry, prepare, fold and iron linen, clothing, and textiles. Assist with the mixing of chemicals and the washing of linen. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting and counting and the sealing and stacking of linen bags for dispatching. Assist supervisor with linen counting. Assist with stock control in linen bank. Assist with the maintaining of the general cleaning program/hygiene of unit.

ENQUIRIES : Ms SC James Tel No: (023) 416-1600
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/370 : **LAUNDRY AID**
West Coast District

SALARY : R107 196 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Must be physically fit. Must be able to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must be able to count accurately.

DUTIES : Handling of clean, soiled, infectious, infected, fouled linen. Sorting, washing, drying, preparing, folding, and ironing of linen. Mixing of chemicals used in the wash process according to instructions. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting

of linen in all departments. Inspecting Laundry equipment to see if it is functioning correctly. Support to the Supervisor.

ENQUIRIES : Mr SP Cupido Tel No: (022) 921-2153
APPLICATIONS : To the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Ms A Douries
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/371 : **DRIVER (LIGHT DUTY VEHICLE)**
West Coast District
(Contract until 31 March 2025)

SALARY : R107 196 per annum, plus 37% in lieu of service benefits
CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) driver's licence with a valid PDP (proof to be attached to the application). Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy n items/equipment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently and part of a team. Knowledge of routine inspections on vehicles.

DUTIES : Daily transporting of official passengers, post, packages, medication (including home delivery), goods and equipment as well as completion of logbooks. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr D Snell Tel No: (027) 213-2039
APPLICATIONS : To the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms E Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/372 : **DRIVER (LIGHT DUTY VEHICLE)**
West Coast District
(Contract until 31 March 2025)

SALARY : R107 196 per annum, plus 37% in lieu of service benefits
CENTRE : Bergriver Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) drivers license. Valid PDP required. Must be physically fit and able to load/unload heavy goods/equipment. Must be able to speak in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must be able to speak clearly and legible. Knowledge of Transport regulations Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.

DUTIES : Daily transporting of post, packages, medication, goods and equipment and if necessary official passengers. Daily completion of logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.

ENQUIRIES : Mr BF Abrahamse Tel No: (022) 913-1337
APPLICATIONS : To the Manager: Medical Services, Radie Hospital, Main Street, Private Bag X126, Piketberg, 7320.

FOR ATTENTION : Ms LM Titus
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/373 : **GENERAL WORKER (CSSD)**

SALARY : R107 196 per annum

- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
 : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in hospital stores. Inherent requirement of the job: Ability to perform physically demanding tasks. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Must be able to read and write, follow instructions, communicate with nursing staff, CSSD managers and operators. Must be able to follow uncomplicated standard operating procedures. Ability to function independently, as well as in a multi-disciplinary team. Good interpersonal skills.
- DUTIES** : Assist with all aspects of sterile store / front reception. Effective use of resources: Consumables, stock, Equipment. Assist in maintaining a high standard of hygiene within the sterile store. Accurate recording and keeping of statistics. Assist with delivery of sterile packs / consumables to theatre / hospital. Assist with general tasks, as required by the supervisor and other role players. Maintain audit trails of all movement of stock / deliveries. Handle queries regarding orders placed. Keeping the stores neat and tidy.
- ENQUIRIES APPLICATIONS** : Ms R. Sutcliffe Tel No: (021) 404-2092
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
 : 11 April 2023
- POST 10/374** : **MESSENGER (ADMIN REGISTRY)**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum
 : Groote Schuur Hospital, Observatory
 : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in document transport and handling of mail. Competencies (Knowledge/Skills): Good communication skills both written and spoken in at least two of the three official languages of the Western Cape. Ability to use copy machine. Inherent requirement of the job: Valid Code (B/EB) drivers license.
- DUTIES** : Collect, distribute documents and mail to the different departments in the hospital and related outside buildings. Deliver and collect mail and postbag to and from the post office. Hand delivered of courier and recorded mail/documents. Assist with copies of Medico-Legal folders and frontline reception as well as assist the registry with daily functions if and when required. Provide assist to the Printing Department of the Hospital. Must be willing to assist in other departments and undergo development courses.
- ENQUIRIES** : Mr K Stevens Tel No: (021) 404-3238, Email: Kurt.Stevens@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
 : 11 April 2023
- POST 10/375** : **MESSENGER**
 Chief Directorate: Metro District Health Services
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum
 : Karl Bremer Hospital
 : Minimum requirement: Basic reading and writing skills. Experience: Appropriate registry and messenger experience. Appropriate driving experience. Inherent requirement of the job: good verbal and written communication skills in at least two of the official languages of the Western Cape. Ability to pick up heavy bags filled with post and goods. Relieve registry clerk on request. Valid licence (B/EB). Competencies (knowledge/skills): Must be dedicated, a team player, innovative, self-motivated and have good memory, planning, organising and client orientation skills.
- DUTIES** : Collecting, delivery and distribution of all files, post and correspondence to and from various departments and wards. Assist registry personnel, Medical Records and all other officials within the hospital. Circulate all documents, notices/memos, circulars and change list of nursing. Assist with late birth registrations. Handle all documentation confidential.
- ENQUIRIES** : Ms N. Dunjwa Tel No: (021) 918-1372

APPLICATIONS : the Chief Executive Officer: Karl Bremer Hospital Private Bag XX1 Bellville 7535.
FOR ATTENTION : Ms C Adonis
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

DEPARTMENT OF HUMAN SETTLEMENTS

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 : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 10/376 : **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 01/2023**

SALARY : Grade A: R646 854 - R696 834 per annum, (OSD as prescribed).
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Knowledge of the following: National and provincial human settlements strategic goals, objectives, targets and activities; Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Housing Act; Western Cape Housing Development Act; National Housing Code and guidelines; Built environment related to human settlements; Town and regional planning; Town and regional planning legal compliance; Project co-ordination, integration, communication and control of project activities; Local authorities, national departments and other provincial departments; Municipalities, inter-governmental relations and community dynamics; Human settlement planning and budgeting processes; Project management/Project administration; Human settlement fraternity/delivery; Functioning of the province of the Western Cape and activities of sister departments; Managing stakeholder engagement processes; Public Finance Management Act; National Treasury Regulations; Provincial Instructions; Financial legislation, prescripts, policies, guidelines, delegation, norms and standards, procedures and best practices in the public sector; Staff Performance Management System (SPMS) and PERMIS; Skills needed: Written and verbal communication; Proven computer literacy (MS Office and other relevant software packages); Financial skills; Project management/project administration; Time management; Planning and organising; Customer, client liaison and networking; Dispute, conflict resolution and problem solving; Implementation and monitoring; Report writing; Analytical thinking; Research skills.
DUTIES : Ensure the application of town and regional planning principles in land development; Human capital development; Office administration and budget planning; Research and development.
ENQUIRIES : Dr RN Robertson Tel No: (021) 483 5609

DEPARTMENT OF THE PREMIER

CLOSING DATE : 03 April 2023

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

OTHER POSTS

POST 10/377 : **DEPUTY DIRECTOR: APPLICATION DEVELOPMENT MANAGER REF NO: DOTP 23/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/ BDegree/ equivalent or higher); A minimum of 5 years management level experience in an ICT environment; A valid driving license (Code B or higher). Recommendation: Experience in the following: full System Development Life Cycle of Enterprise scale applications; Managing developer team(s); Systems Analysis at the management level; Contract Management of software development services in the ICT sector; A valid Code 08 driver's license; A willingness to travel and work outside of normal hours according to service delivery needs. Competencies: Knowledge of the following: Public sector and its operations; Fundamental principles of Enterprise Software Development and Maintenance; Skills needed: Communication (written and verbal); Report writing; Planning and organising; Conflict management; People Management; Strategic Planning; Budget Management. Ability to lead and motivate people. Self-motivated and disciplined.

DUTIES : Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team.

ENQUIRIES : Emelda De Bruyn Tel No: (021) 483 6634
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>

POST 10/378 : **TECHNOLOGY MANAGER: ICT SCHOOLS SUPPORT REF NO: DOTP 25/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/BDegree/ equivalent or higher) in IT or related; A minimum of 6 years relevant technical experience in an ICT environment of which 3 years must be on a management level; A valid code B driving licence. Recommendation: Honours in IT or related. Competencies: Knowledge of the following: Windows Server environments; ICT training, security; LAN and WAN architecture, infrastructure, technical standards and procedures; with an emphasis on the following technical competencies: Maintain technical messaging and collaboration system for the schools within provincial strategies and architectures; Knowledge of the Microsoft Office 365 platform and application portfolio, good understanding of cloud services; Microsoft Active Directory; Vendor & Contract Management - Manages relationships & partnerships with

contractors, vendors and system integrators based on SLA agreement; IT Service Management - Manage and report Schools Service Desk service. Skills need: Project Management; Business and systems analysis; Financial Management and team leadership; Analytical, planning and organising; Communication (verbal and written); Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Innovative problem-solving. Ability to work independently and as part of a team.

DUTIES : Manage a team of professionals and service providers, directly or indirectly; Plan, architect, develop, maintain network infrastructure, and design advanced network solutions and advanced technologies; Ensure that effective programme and projects documentation and reporting takes place on the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to infrastructure and ICT security and develop, co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards and processes; Liaising with client departments; Ensure that the appropriate policies and strategies are in place and if/when not provide expertise to Policy and Strategy Unit.; Ensure that the policies and strategies are implemented and adhered to.

ENQUIRIES : Mr L Lategan Tel No: (021) 835 4000
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>

POST 10/379 : **DEPUTY DIRECTOR: SERVICES MANAGER REF NO: DOTP 24/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree/ equivalent or higher); A minimum of 5 years' management level experience in an ICT environment. Recommendation: A valid code B driving licence. Willingness to travel and work outside of normal hours according to service delivery needs. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; The following skills: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Strategic Planning; Communication (written and verbal); Planning and organization and decision making; Customer Relationship Management; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines; Self-motivated and disciplined.

DUTIES : Managing a team of professionals and service providers, directly or indirectly, that have to perform and deliver services in accordance with the approved requirements and prioritised needs relating to client services such as: quality control, ensuring that expenditures remain within budget, capacity management and planning to meet business demands; Liaising with client departments; Managing the following client services: Decision Support Systems, Help-Desk and Change Management, Business and Systems Analysis, WEB Support, Desktop Applications, ICT User Training, ICT Advisory Services, ICT Planning/MSP, Business Continuity Planning; Providing inputs regarding the development and planning of provincial ICT policy and strategy; Acting as e-Government champion and co-ordinating all aspects of e-Government service delivery and operational support; Developing and managing appropriate departmental service level agreements and contracts; Provide inputs into the budget and fiscal process; Member of the component's management team.

ENQUIRIES : Ms E De Bruyn Tel No: (021) 483 6634/ 3816
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>

POST 10/380 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 31/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package of
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/BDegree/ equivalent or higher) in Behavioural Sciences (preferably Industrial

Psychology), Management Sciences or Public Administration. Minimum of 3 years management level experience in an Organisational Development or related environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in major organisational transformation/ change will be advantageous. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Organisational development theory, practices, and techniques; Systems Theory; Key elements/ determinants of organisational performance as they relate to the field of organisation development; Appreciative inquiry; Project management. Skills needed: Analytical; Benchmarking; Facilitation and process consultation; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Conceptual, interpretive and formulation; Innovative problem solving; Conflict Resolution; Intervention design; Networking; Listening; Planning and organising; Team building and strong- interpersonal; Verbal and written communication including report writing. Ability to work independently.

DUTIES : Plan, organise, lead and control organisational development interventions; Facilitate the approval and implementation of all amendments to organisation by means of group problem solving, capacity building, change management and other appropriate OD techniques; Provide information to relevant role-players for reporting and communication; Provide general advise on organisation design and development matters; Client Liaising responsibilities such as management relationships; Project management responsibilities such as contract management, reporting on progress and evaluating value-add of project; Perform tasks related to Information management such as documenting and reporting.

ENQUIRIES APPLICATIONS : Ms L. Isaacs Tel No: (021) 466 9734
 : 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>

POST 10/381 : **PSYCHOMETRIST: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 30/2023**

SALARY : Grade 1: R605 469 per annum, (OSD as prescribed), all-inclusive salary package

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
 : A recognised Honours/4-year Degree in Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A valid Code 8 driving licence. Recommendation: Experience in an assessment related environment conducting competency assessments for selection and development purposes; Accreditation in SHL, Psytech, LPCAT and JVR EQi. Willingness to travel and work irregular hours when required. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render services in psychometrist testing and assessment: Set up the candidates on the assessment center system(s); Conducting the administration of appropriate psychometrist test batteries for competency assessments; Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes; Responsible for providing feedback to clients on the results of competency/psychological assessments; Advocate and advise on

the appropriate use of competency assessments in the organisation; Participate in the selection/compilation of appropriate test batteries for competency assessments; Assist with administrative duties; Assist in the maintenance of PAC information databases; Responsible for maintaining assessment scores, reports and related data on the assessment centre system(s); Ensure logistical arrangements for competency assessment sessions are finalised; Monitor the resources, materials and equipment required for competency assessment process (stock-taking).

ENQUIRIES : Ms M van der Merwe Tel No: (021) 466 9708
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>

POST 10/382 : **CHIEF ANALYST DEVELOPER: ECONOMIC, GOVERNANCE AND ADMINISTRATION REF NO: DOTP 26/2022 R1**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in systems development and analysis. Recommendation: Experience and knowledge in: Web Development; JavaScript; Software Development (SDLC) – Oracle PL/SQL, Oracle Forms and Reports; Systems Analysis and Design principles (SDLC); Valid RSA driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

DUTIES : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Mr. A Bosman Tel No: (021) 483 6634
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>

POST 10/383 : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER (KROMME RHEE) REF NO: DOTP 35/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/BDegree/ equivalent or higher) in the human or social sciences; A minimum of 3 experience within a human resource development environment, with specific reference to management and leadership development. Recommendation: Relevant experience and registration as assessor and moderator. Competencies: Knowledge of the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Understanding of Communities of Practice pertaining to the learning and development (L&D) ecosystem; Understanding of the role of Knowledge Management in the Innovation space, including linkages to a repository of smart practices and the WCG PDO data hub. Skills needed: Facilitation and presentation, inclusive of management level; Future-looking developmental foresight, including Innovative meta competencies; A "startup"

mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision making; Understanding of how to leverage technology towards promoting innovation; Research capability; Curriculum development, including the online environment; Networking, communication and deliberation capabilities; Analytical and problem-solving; Conceptual and formulation; Project management; Liaison, consultation and stakeholder management; Team building and interpersonal; Planning and organising; Computer literacy; Willingness and appetite to challenge the norm/risk taking to arrive at the most effective way to solve problems. Able to work across different layers and functions of the organisation and Innovation ecosystem. Ability to identify opportunities for creating and strengthening partnerships. Communication and deliberation abilities.

DUTIES : Contribute to the following learning delivery services within the Directorate Training: Presenting training programmes and courses with own capacity; Facilitation of training programmes and courses presented by experts from provincial department; Facilitation of training programmes and courses presented by external service providers; The programming and scheduling of training interventions; Special human resource development projects allocated to the Subdirectorate; Carry out all course administration. Provide professional curriculum design services to the Directorate Training with the following: The design, development and accreditation of new training curricula, courses and learning programmes within the Sub-directorate Curriculum Development and Quality Assurance; Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Ongoing evaluation and updating/reviewing/conversion to the online environment of learning programmes. Liaise with provincial, national and international role-players in respect of training and development matters. Provide input in respect of the operational work of other units of the Chief Directorate as required. Provide input in respect of the operational management of the Directorate and/or Sub-directorate, with particular reference to the development of business and operational plans.

ENQUIRIES : Ms N. Visagie Tel No: (021) 865 8037
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>

POST 10/384 : **CHIEF NETWORK TECHNOLOGIST REF NO: DOTP 36/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.

DUTIES : Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.

ENQUIRIES : Mr Q Julie Tel No: (021) 483 8466
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>

POST 10/385 : **ORGANISATION DEVELOPMENT PRACTITIONER: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 28/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/ equivalent or higher) in Behavioural Science (Industrial Psychology), Management Science or Public Management/ Administration; A minimum of 1 year appropriate experience in an organisation development environment or related; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Change Management methodologies; Quantitative and qualitative research methodologies; Leadership and Organisational Culture; Skills needed: Communication (written and verbal); Analytical; Diagnostic, Conceptual interpretive and formulation; Facilitation; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analysing; Relating and Networking; Writing and Reporting; Working with people; Presenting and communication information; Adapting and responding to change; Creating and innovating; Delivering results and meeting customer expectations; Ability to work independently and as part of a team.
- DUTIES** : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques in respect of the following areas: Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform interventions on organisational culture, transformation and Change Management; Perform interventions on individual, group, inter-group and management level (including team development, leadership and management development); Document and report on OD interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions.
- ENQUIRIES** : Ms M van der Merwe Tel No: (021) 466 9700
- 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>
- POST 10/386** : **ORGANISATION DEVELOPMENT PRACTITIONER: ORGANISATION DESIGN REF NO: DOTP 29/2023**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma (or higher qualification) in Social Sciences/ Humanities/Industrial Psychology/ Public and Business Management Science or related; A minimum of 1 year relevant experience. Recommendation: Exposure to job evaluation and Organisation Design Interventions; Working knowledge of Organisational Design Methodologies. A valid code B driving licence. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development – including diagnostic and intervention processes and techniques; Key elements of organisational behaviour (such as leadership styles, interpersonal relations, power and politics, decision making, conflict, problem solving and ethics); Research methods / statistics (action research, quantitative and qualitative); Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry. Skills needed: Research; Analytical; Diagnostic; Conceptual, interpretive and formulation; Networking; Planning and organizing; Project management; Intervention design; Innovative problem solving; Benchmarking; Facilitation; Team building and inter-personal; Conflict resolution; Verbal & written communication skills, including report writing/info-mapping; Presentation; Negotiation; Influencing; Listening; Interviewing; Computer literacy; Facilitation and process consultation; Computer literacy; Basic numeracy.
- DUTIES** : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques.; Document and report on OD interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions.
- ENQUIRIES** : Ms Theresa Assure Tel No: (021) 466 9562

- 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>
- POST 10/387** : **PERSONAL ASSISTANT: PEOPLE MANAGEMENT PRACTICES REF NO: DOTP 37/2023**
- SALARY CENTRE REQUIREMENTS** : R269 372 per annum (Level 07)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; Recommendation: National Diploma/Advance Certificate (or higher) in business administration or related. Experience within an executive support role in a People Management environment. Methodical thinker with detailed research proficiencies; Thorough understanding of clerical and secretarial principles; In depth knowledge of databases and tracking systems; Organisational skills and detail oriented;. Willingness to work irregular hours. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of relevant policies and procedures; Interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Organisational skills and ability to prioritise multiple tasks seamlessly with attention to detail; Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms; Problem solving and office coordination and time management skills; Interpersonal skills and the ability to build relationships with key and diverse stakeholders; Ability to work effectively in a dynamic office and liaise with diverse people; Ability to work under pressure and meet deadlines.
- DUTIES** : Performing accurate research and analysis; Coordinating arrangements, meetings and/or conferences as assigned; Taking minutes and writing correspondence; Compiling, proof reading and revising drafts of documents and reports; Daily record keeping and filing of documents; Preparing reports, presentation and correspondence accurately and swiftly; Creating and organising information, and generating reference tools for easy use; Answering and screening telephone calls, responding to emails, messages, and other correspondence; Operating and maintaining office equipment; Managing a busy calendar, meeting coordination and travel arrangements; Professionally greeting and receiving guests and clients; Ensuring efficient and effective administrative information and assistance; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Ms Louise Esterhuysen Tel No (021) 483 4708
: 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>
- POST 10/388** : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 21/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.
- DUTIES** : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file

transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

ENQUIRIES : Mr L Gqoboka Tel No: (021) 483 6730
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>

POST 10/389 : **HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION, REF NO: DOTP 22/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge and experience in HR Systems; Relevant administrative experience. Competencies: Understanding of prescripts and policies; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Ability to work under pressure and meet deadlines; Communication (written and verbal) skills.

DUTIES : Administer appointments and payroll matters which include the following: Appointments of Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.

ENQUIRIES : Ms W Ponoyi-Dlabane Tel No: (021) 483 0832
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>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/390 : **PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 16/2022 R1**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people.

- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Ms T Gallow Tel No: (021) 483 4874
: 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>
- POST 10/391** : **COMMUNITY DEVELOPMENT WORKER (X1 POST IN KNYSNA AND X1 POST IN GEORGE) REF NO: LG 14/2023**
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development or similar environment; It is required that applicants are currently residing in Knysna and George. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
- DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES APPLICATIONS** : Mr M Bell Tel No: (021) 483 3039
: 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>
- POST 10/392** : **COMMUNITY DEVELOPMENT WORKER (WORCESTER) REF NO: LG 15/2023**
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development or similar environment; It is required that applicants are currently residing in Worcester. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
- DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all

services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES APPLICATIONS : Mr M Bell Tel No: (021) 483 3039
: 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>

POST 10/393 : **COMMUNITY DEVELOPMENT WORKER (KHAYELITSHA) REF NO: LG 16/2023**

SALARY CENTRE REQUIREMENTS : R218 064 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development or similar environment; It is required that applicants are currently residing in Sir Lowry's Pass. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES APPLICATIONS : Mr M Bell Tel No: (021) 483 3039
: 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>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE NOTE : 03 April 2023
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/394 : **COMMUNITY DEVELOPMENT MANAGER: SOCIAL RELIEF REF NO: DSD 16/2023**

SALARY : Grade 1: R831 015 - R935 328 per annum, (OSD as prescribed)
: Grade 2: R992 289 - R1 150 335 per annum, (OSD as prescribed)
CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Theories and systems, skills, attitudes and values in community development to guide employees on its

application; Individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Financial management; Project management; Staff management; Policy formulation and implementation; Public Service Management Framework; Skills needed: Presentation; Problem solving; Written and verbal communication; The ability to: Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures; Undertake complex research.

DUTIES : To manage the following: Identification, facilitation and implementation in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub-directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken; Undertake/facilitate complex community development research.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657
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>

POST 10/395 : **SOCIAL WORK MANAGER: REGIONAL OFFICE (KHAYELITSHA) REF NO: DSD 25/2023**

SALARY : Grade 1: R831 015 - R935 328 per annum, (OSD as prescribed)
 Grade 2: R992 289 - R1 150 335 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

- ENQUIRIES APPLICATIONS** : Ms A van Reenen Tel No: (021) 483 0567
 : 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>
- POST 10/396** : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: DSD 17/2023**
- SALARY** : R766 584 per annum (Level 11), all-inclusive salary package, Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed.
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent) or higher; A minimum of 3 years management level experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standard procedures and best practices; Management principles; Public Service procedures; People management practices; Labour Relation; Human Resource Management and Financial Management. Skills: Policy formulation; Presentation; Project Management; Dispute resolution; Communication (Written and verbal). Ability to analyse policies.
- DUTIES** : Promote and facilitate Departmental performance monitoring and reporting processes: Manage the following: Development of an organisation-wide monitoring and reporting framework in line with the Government- and Provincial-wide monitoring and evaluation systems; Coordinate the implementation of an organisation-wide performance monitoring and reporting framework; Provide advice and guidance to relevant stakeholders on monitoring and reporting processes; Develop and maintain performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Manage, coordinate and monitor data collection, collation, verification and reporting with respect transversal Departmental, Provincial and National Programme and Project Management Information systems; People Management; Financial Management.
- ENQUIRIES APPLICATIONS** : Ms S Nieftagodien at Sihaam.Nieftagodien@westerncape.gov.za
 : 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>
- POST 10/397** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (GOODWOOD) REF NO: DSD 29/2023**
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent) or higher in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.
- DUTIES** : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.
- ENQUIRIES APPLICATIONS** : Ms S Abrahams Tel No: (021) 483 7672
 : 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>

POST 10/398 : **ADMINISTRATIVE OFFICER (MONITORING): YOUTH DEVELOPMENT**
REF NO: DSD 15/2023

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 1year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.

DUTIES : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657
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>

POST 10/399 : **SOCIAL WORKER: OLDER PERSONS REF NO: DSD 23/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge. Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social

welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 0567
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>

POST 10/400 : **SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 28/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
 Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
 Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
 Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms C Engel Tel No: (021) 483 7675

- 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>
- POST 10/401** : **KNOWLEDGE MANAGEMENT OFFICER: KNOWLEDGE MANAGEMENT REF NO: DSD 18/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent) or higher in Information or Library Sciences; A minimum of 1 year experience in the knowledge management field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service legislation, including POPI, PAIA, PAJA; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem solving; Facilitation and presentation; Analytical; Project management; Innovation.
- DUTIES** : Provide administrative assistance in the identification, implementation and maintenance of knowledge and information services; Contribute to the conversion of tacit and implicit knowledge into institutional knowledge; Administer the process of obtaining access to management and other information generated within the department.
- ENQUIRIES APPLICATIONS** : Mr K Marthinus Tel No: (021) 483 8833
: 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>
- POST 10/402** : **TRANSPORT OFFICER: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 26/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Departmental circulars and policies; Public Service Act/Regulations; Code of Conduct; The PFMA and Treasury Regulations; Treasury Instructions; Department of Transport policies; Skills needed: Written and verbal communications; Interpretation of prescriptions; Organisational; Planning; Liaison; Report writing; Proven computer literacy; Good human relations; Reliable.
- DUTIES** : Administer, maintain and control the GG fleet at the region; Allocate pool vehicles to users for optimal use; Ensure that vehicles are roadworthy, serviceable, licensed and stored safely; Administration of fines; Arrange for payment of vehicle use to GMT; Liaise with GMT for replacement vehicles; Order taxi transport as per request; Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users; Verify subsidized transport logsheets, summarise and submit to Fleet Africa for payment; Check claims submitted by GMT and submit to Accountancy Services for payment.
- ENQUIRIES APPLICATIONS** : Mr K Mazaleni Tel No: (044) 814 1925
: 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>
- POST 10/403** : **INFORMATION OFFICER: INFORMATION MANAGEMENT (EDEN KAROO) REF NO: DSD 31/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or equivalent) or higher; A minimum of 1year relevant experience. Competencies: Knowledge of the following: Department of Social Development systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Skills needed: Report

- writing; Communication (written and verbal); Organising and planning; Proven computer literacy; Numerical; Innovative; Analytical thinking.
- DUTIES** : Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.
- ENQUIRIES** : Mr D Ngonyama Tel No: (044) 272 8977
- 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>
- POST 10/404** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 21/2023 (X3 POSTS AVAILABLE IN DRAKENSTEIN)**
- SALARY** : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government.
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms M Arendse Tel No: (023) 348 5300
- 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>

<u>POST 10/405</u>	:	<u>ADMINISTRATION CLERK: LOGISTICAL SERVICES (GOODWOOD) REF NO: DSD 30/2023</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience. Competencies: Good understanding of the following: Clerical duties and capturing; Skills needed: Proven computer literacy; Planning and organisation; Communication (written and verbal); Flexibility and Teamwork.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services.
<u>ENQUIRIES</u>	:	Mr L Louw Tel No: (021) 483 7697
<u>APPLICATIONS</u>	:	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
<u>POST 10/406</u>	:	<u>ADMINISTRATION CLERK: CHILDREN AND FAMILIES REF NO: DSD 24/2023</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience. Competencies: Relevant job knowledge: Client Orientation and customer focus; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
<u>ENQUIRIES</u>	:	Mr T Kwakwini Tel No: (021) 483 3519
<u>APPLICATIONS</u>	:	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
<u>POST 10/407</u>	:	<u>ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO. DSD 27/2023 (X3 POSTS IN WORCESTER)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience. Competencies: Good understanding of the following: Clerical duties and capturing dater; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Communication (written and verbal); Interpersonal skills; Flexibility; Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
<u>ENQUIRIES</u>	:	Ms E Heydenrych Tel No: (021) 342 6809
<u>APPLICATIONS</u>	:	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
<u>POST 10/408</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (KRAAIFONTEIN) REF NO: DSD 22/2023</u>
<u>SALARY</u>	:	Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed) Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed) Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with

the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Rebe Tel No: (021) 812 0923
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>

POST 10/409 : **DRIVER WITH SECONDARY FUNCTIONS: RECORDS MANAGEMENT**
REF NO: DSD 19/2023

SALARY : R151 884 per annum (Level 04)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10); A minimum of 1 year relevant experience; A valid (Code B or higher) driving license with Professional Driving Permit (PDP). Competencies: A good understanding of the following: Legislative framework governing the public service and registry functions; as well as the ability to capture data and operate computers; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem solving; Ability to work under pressure.

DUTIES : Perform general driver duties; Deliver an effective and efficient messenger service to the component; Assist with registry procedures; Perform administrative and related functions.

ENQUIRIES : Ms C Swarts Tel No: (021) 483 5217
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or

3. Email your application to, westerncape@immploy.com Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

CLOSING DATE : 11 April 2023

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/410 : **CONTROL ENGINEERING TECHNOLOGIST: DESIGN SUPPORT SERVICES/ TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: TPW 88/2022 R1**

SALARY : Grade A: R785 700 per annum, all-inclusive salary package of (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid (Code B or higher) driving license. Recommendation: Experience in the following: Geometric Design, Traffic studies, Traffic analysis software; Traffic signal design, Application of road traffic signs and markings in accordance with SARTSM; Road safety assessments; Undertaking of Speed Limit Reviews; Abnormal loads permit assessment/overload control; Further studies in the field of Traffic Engineering. Proven management experience is desirable. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioral competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

- 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>
- POST 10/411** : **CONTROL ENGINEERING TECHNOLOGIST REF NO: TPW 92/2022 R1 (X3 POSTS)**
- SALARY** : Grade A: R785 700 per annum, all-inclusive salary package, (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD) are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from date of appointment); A valid code B driving license. Recommendation: Appropriate experience in one or more of the following engineering disciplines; Pavement, geometric or roads design; Public Sector experience/exposure; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management.
- DUTIES** : Manage technological advisory services; Plan technological support to Engineers and associate professionals in the field; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Ms M Hofmeyr Tel No: (021) 483 3999
: 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>
- POST 10/412** : **ASSISTANT DIRECTOR: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: TPW 49/2023**
- SALARY** : R393 711 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience in a supply chain management, finance, audit or similar environment. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Project management; Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision-making; Team membership.
- DUTIES** : Assist in the implementation of an effective Supply Chain Management performance management system in accordance with departmental policies and procedures and applicable legislative requirements that measures the performance of suppliers, the Supply Chain Management unit and the department; Review and collate SCM information for timely reporting to

relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements; Conduct the annual SCM risk assessment, develop the SCM risk universe and risk response plan; Monitor the performance of SCM activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Develop and review departmental policies and applicable to SCM and perform and support SCM compliance testing and institute remedial action; Assist with SCM abuse, complaints, enquiries and appeals investigations; Perform the related activities to the functioning of the SCM committee system, inclusive of the secretariat service.

ENQUIRIES : Ms P van der Merwe Tel No: (021) 483 6915
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>

POST 10/413 : **CHIEF WORKS INSPECTOR (ELECTRICAL): GENERAL INFRASTRUCTURE (GEORGE) REF NO: TPW 47/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Experience in the preparation of tender documentations and specifications; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of the following: Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Written and verbal communication; Interpersonal relations; Proven computer literacy (MS Office).

DUTIES : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES : Mr A Manuel Tel No: (044) 805 8700
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>

POST 10/414 : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) - OUDTSHOORN REF NO: TPW 66/2022 R1**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 6 years experience heavy machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, including grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.

DUTIES : Operation of heavy machinery for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071
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>

POST 10/415 : **SUPPLY CHAIN MANAGEMENT CLERK: CAPACITY BUILDING: ACQUISITION REF NO: TPW 50/2023 (X2 POSTS)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience/exposure; A valid code B (manual) or higher driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Good understanding of the following: SCM legislation; General conditions of contracts; Policies and regulations in SCM; Frameworks; Standards; Guidelines; Transversal contracts,, NTR 8.2.3, NTR 15.10.1.2, NTR 16.17.1, NTR 17.2; Skills needed: Proven computer literacy (MS Word, Excel, PowerPoint, Teams); Written and verbal communication; Interpersonal; Listening; Record keeping; Problem solving; Basic numeracy; Ability to work independently and as part of a team; Ability to work under pressure.

DUTIES : Render demand and acquisition support: Open bids in such a manner that bidding documents are not compromised and capture all bids received in the bid register; Scheduling tenders and checking compliance with tender conditions; Ensuring returnable schedules are submitted; Extension of tender validity process; Capture relevant form of bidding activities accurately; Ensure compliance with all relevant legislative, statutory; regulatory and supervisory requirements towards the achievement of assigned projects and goals; Compile and maintain records; Provide logistical support.

ENQUIRIES : Mr E Sawall Tel No: (021) 483 5053
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>

POST 10/416 : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (MAITLAND) REF NO: TPW 42/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent) with Accounting as a passed subject; A minimum of 6 months relevant experience in an accrual reporting environment or Expenditure Administration/Management environment. A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Financial reporting skills; Proven computer literacy in MS Word, MS Excel and Outlook; Good communication (verbal and written) skills; Numerical skills; Systematic approach; Problem solving skills; Ability to work under pressure and meet strict deadlines.

DUTIES : Handle all activities pertaining to creditor accounts; Handle Subsistence and travel allowances and Cellular Phone Accounts; Handle the collection/reimbursement of all Petty cash related expenditure and top-up of float; Handle the financial aspects regarding the maintaining of Vehicle Fleet Account; Handle the document control function.

ENQUIRIES : Ms K Proctor-Fourie Tel No: (021) 467 4792/061 884 6572
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>

POST 10/417 : **ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: TPW 43/2023 (X7 POSTS AVAILABLE IN MAITLAND)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Office administration; Government and/or other motor transport fleet agencies. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts, and practices regarding financial matters, especially the PFMA; Risk Module System; Human Resource Management and Development;

- Fleetman System and Recon System. Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office; Planning and organising; Report writing; Problem solving and analytical; Ability to work in a team and independently; Ability to work under pressure.
- DUTIES** : Coordinate own activities within the section responsible for the administration of fleet losses, accidents and claims; Legal Interaction and Administration; Administer claims against client institutions; Fleet Risk Information Management; Administer Systems; Perform Support Services.
- ENQUIRIES APPLICATIONS** : Mr P Williams Tel No: (021) 467 4718
: 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>
- POST 10/418** : **ADMINISTRATION CLERK: OPERATIONAL RISK ASSESSMENT REF NO: TPW 46/2023 (X2 POSTS AVAILABLE IN MAITLAND)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Office administration; Traffic offence management, government and/or other motor transport fleet agencies. Competencies: Knowledge of the following: Road Traffic Act; AARTO Act; POPI Act; National, Provincial and Departmental policies, prescripts, and practices regarding financial matters, especially the PFMA; Risk Module System; Human Resource Management and Development; Fleetman System and Recon System; Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office; Planning and organisation; Report writing; Problem solving and analytical; Ability to work in a team and independently; Ability to work under pressure.
- DUTIES** : Processing traffic offence notices received from traffic departments on Fleetman; Processing AARTO traffic offence notices on fleetman; Electronic redirection of TMT (traffic management technology) fines on fleetman; Electronic redirection of city of cape town coo (change of offender) fines on fleetman; Monitor the court date captured in fleetman; Processing traffic offences in the summons stage; Processing department of justice J175 paper based summary of summons issued; Contempt of court cases; Warrant for arrest of GMT proxy (paper based) and SMS notifications; Invalid traffic offence notices received by GMT; Collating information for reporting purposes; GMT app (annual performance plan) reporting; Testifying in disciplinary cases; maintain the GMT driver database; Processing of misuse cases; Maintain the GMT driver data base, and process driver sanction applications received from client institutions; Administrative support services.
- ENQUIRIES APPLICATIONS** : Mr P Williams Tel No: (021) 467 4718
: 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>
- POST 10/419** : **ADMINISTRATION CLERK: FLEET RENTAL SERVICES (GEORGE) REF NO: TPW 51/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) or higher driving licence. Competencies: A good understanding of the following: National, provincial and departmental policies, prescripts and practices governing the work; Appropriate computerized systems (Fleetman); Departmental structures and procedures; Basic knowledge of technical aspects of vehicles; Communication (written and verbal) skills; Proven computer literacy in MS Office; Ability to work in a team and independently; Ability to work under pressure.
- DUTIES** : Vehicle preparation and maintenance; Administration of the booking of government vehicles; License distribution of GMT Rental Vehicles Coordinating vehicle accident and losses reports for GMT Rental vehicles; Administration within section.
- ENQUIRIES** : Ms J van Eeden Tel No: 021 467 4716

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>

POST 10/420 : **TECHNICAL AID: REPAIR AND MAINTENANCE COORDINATION (MAITLAND) REF NO: TPW 48/2023**

SALARY CENTRE REQUIREMENTS : R107 196 per annum (Level 02)
 : Department of Transport and Public Works, Western Cape Government
 : Junior Certificate (Grade 10); A minimum of 6 months trade related experience; A valid driving license (Code B or higher). Recommendation: Basic vehicle working knowledge (i.e. jumpstarting vehicles, charge batteries, change a flat wheel). Competencies: Have a good understanding of the following: Government Motor Transport (GMT) or a similar Fleet Management environment; Vehicle tracking as a user (and using a driver tag); eFuel as a user; Fuel and toll card as a user; Basic vehicle mechanics; Road Traffic Act; Traffic violations, AARTO and disciplinary procedures; National GMT Handbook Circular 3 of 2019; GMT Driver policy and disciplinary procedures. Skills in the following: Client liaising; Basic communication; Ability to work under pressure.

DUTIES : Assist with fitment or removing decals from vehicles at GMT premises; Assist with charging vehicles batteries, jumpstarting vehicles on site at GMT; Assist with the fitment of number plates, licence and COF disks, GMT Toll free number sticker and punching key rings (for vehicles booked in at Repairs and Maintenance Coordination); Assist with moving and transporting office, vehicle and workshop equipment as and when required; Assist with auction support duties; Assist the Technical Assistants with setup of vehicles on vehicle lift and/or tripod stands for inspections and/or invites to quote; On an ad hoc basis assist with transporting vehicles between GMT premises in Cape Town, Paarden Eiland, Maitland, George and the auction site.

ENQUIRIES APPLICATIONS : Mr R Fourie Tel No: (021) 467 4747
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
 3. Email your application to, westerncape@immploy.com Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

CLOSING DATE : 11 April 2023