



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2023

DATE ISSUED 19 MAY 2023

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF COOPERATIVE GOVERNANCE:** Kindly note that the following post was advertised in Public Service Vacancy Circular 16 dated 12 May 2023, Assistant Director: Demarcation and Structures Implementation with Ref No: PHA31/04-COGTA; the post has been withdrawn. **NATIONAL TREASURY:** Kindly note that the position of Programme Coordinator (Ref no: S104/2022) (For National Treasury) advertised in the Public Service Vacancy Circular 9 of 2023 dated 10 March 2023 with a closing date of 28 March 2023, The requirements section of the advert was captured erroneously and should read as follows: The requirements for the role: A National Diploma (equivalent to NQF 6) or Bachelor's degree (equivalent to NQF 7) in Human Resources Management/ Business Management/ Project Management/ Public Management/Administration. All applicants who have already applied need not reapply. The closing date has been extended to 02 June 2023. We apologise for the inconvenience caused. For enquiries please send to [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za) **PROVINCIAL**

**ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Kindly note that the post of District Director: Gauteng West, Ref No: HO2023/05/02 was advertised in Public Service Vacancy Circular 16 dated 11 May 2023 with the closing date of 06 March 2023, the region has been amended as (West Rand and Sedibeng Region) and the centre as Gauteng West District. **PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF HEALTH:** Kindly note that the following post were advertised in Public Service Vacancy Circular 15 dated 05 May 2023, The Posts have been amended as follows (1) Chief Skills Development Officer: Transversal Training: Ref No: H/C/38 has been amended on the requirements Centre: Centre: HRD: Corporate Office: Bloemfontein 2) EMS Course Coordinator Grade 4 Ref No: H/E/5 and EMS Lecturer Grade 3-4 (X7) Ref No: H/E/6 Centre: Free State College Of Emergency Care has both also been amended on the requirements Closing Date 02 June 2023. **PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the positions of Secretary: Research, Curriculum Development and Quality Assurance Ref: NWP/OOP/2023/49 advertised in the DPSA circular 16 dated 12 May 2023 with the closing date of 26 May 2023, the Job purpose of the positions was erroneously indicated as to provide secretarial services to the Director: ICT . The correct Job Purpose for the positions is to provide secretarial services to the Director Research, Curriculum Development and Quality Assurance.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	02 June 2023 at 16:00
<b><u>NOTE</u></b>	:	<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: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> 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 South African Qualification 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>. 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 reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.</p>

## MANAGEMENT ECHELON

<b><u>POST 17/01</u></b>	:	<b><u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u></b> <b><u>REF NO: 3/2/1/2023/370</u></b> Chief Directorate: Cadastral Advisory and Research Services
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a four-year B or BSc Degree in Geomatics/Surveying (NQF 7) as recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professional Act, 2013. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Certificate of Successful Completion of the National School of Government's Senior Management Service Pre-Entry Programme. Minimum of 5 years' experience at a senior managerial level in a Land Surveying environment. Appropriate post registration experience in Cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project Management principles and tools. The political landscape of South Africa. Job related skills: Project Management. Team Management. Interpersonal. Budget Forecasting. Computer Literacy. Resource Planning. Problem Solving and Decision-Making. Time Management. Business. Communication. Driver's licence.
<b><u>DUTIES</u></b>	:	Manage and oversee Cadastral Research and Development. Research ways of transforming, improving and rationalizing South African Cadastral and Tenure systems. Study world trends, legislative framework, compare with other systems, propose amendments and report on findings. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/ Investigate concerns, proposals for amendment and streaming of legislation. Manage and oversee the provision of internal and external Professional Advisory and Support Services. Research, compile reports and supply information in respect of internal and external Cadastral matters and requests from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislation and time frames, client's request as well as within targets set by the Service Delivery Improvement Programme. Render Management & Research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury Instructions. Provide professional services to public departments in the surveys of State and Trust Land and State Domestic Facilitates undertaken by the private sector (Public Private Partnerships). Manage and oversee the administration of international boundaries. Manage the administration of South African international boundaries, in compliance with South African and International legislation. Manage the research, investigation and finding solutions to anomalies in Republic of South Africa international boundaries in conjunction with representatives from the neighbouring states. Manage advisory services on Republic of South Africa international boundary issues affecting State Organs and Parastatals. Participate in the physical delineation of international borders. Manage and oversee the registration of Sectional Title Practitioners. Monitor Sectional Titles Practical Training Programmes in accordance with Sectional Titles Act and Training Schedule. Implement examination for registration of Sectional Titles Practitioners in compliance with requirements of the Sectional Titles Act, including ensuring moderation thereof. Maintain and update the register for sectional title practitioners. Manage and oversee the preparation of technical procedures and standards. Assist Chief Surveyor General in management of updating Surveyor's General procedures and standards, in

compliance with legislation and in consultation with Profession/ Stakeholders. Investigate effects of technological advancement on technical procedures and standards and transform accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and the Survey Regulations Board (SRB) for review of regulations framed under the Act. Assist the Chief Surveyor -General with administration and control of the Survey Regulations Board (SRB) and provide secretariat thereof. Provide support to the South African Geomatics Council (SAGC) in their mandate to oversee the registration of Professional Land Surveyors, Geomatics Professionals, Geomatics Technologists and Geomatics Technicians.

**ENQUIRIES** : Mr SB Mubeki Tel No: (012) 326 8050  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered 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 17/02** : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2023/379**  
 Directorate: Examination, Execution, and Deeds Training Services

**SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS

**CENTRE** : Office of The Registrar of Deeds (Bloemfontein)  
**REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law/ Buris/ B Proc/ LLB. 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation Skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.

**DUTIES** : Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Compile and submit course/training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

**ENQUIRIES** : Mr. I Khanyile Tel No: (051) 403 0300 or Ms. D Tshabalala Tel No: (051) 403 0300

**APPLICATIONS** : Please ensure that you send your application to Private Bag X20613 Bloemfontein 9301 or Hand deliver it during office hours to the Office of the Registrar of Deeds: New Government Building, corner Aliwal and Nelson Mandela Drive Bloemfontein 9301 before the closing date as no late applications will be considered

**NOTE** : African, Coloured, Indian, and White males, African, Coloured, Indian, and White Females, and people with disabilities are encouraged to apply.

**POST 17/03** : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: 3/2/1/2023/374**  
 Directorate: Employee Relations

**SALARY** : R811 560 per annum (Level 11), (all-inclusive remunerative package to be structured in accordance with the rules for MMS)

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Labour Relations / Labour Law / Human Resource Management (NQF 6). Minimum of 3 years' experience at junior management level in Labour Relations / Labour Law environment. Job related knowledge: Human Resource Strategy, Planning and Systems. Human Resource Transformation, Monitoring and Evaluation. PERSAL control. Job related skills: Communication (verbal and written) skills. Strategic planning and leadership skills. Monitoring and evaluation skills. Negotiation and conflict resolutions skills. Presentation and facilitation skills. Report writing skills. People management skills. Customer focus skills. Computer literacy. Working irregular hours and willing to travel. Valid Divers' license.
- DUTIES** : Manage the expeditious finalisation of grievances. Investigate all grievances, submit recommendations for mandate to the line manager, and make recommendations to the Accounting Officer. Monitor implementation and adherence of prescripts governing grievances. Ensure effective advice towards the resolution of grievances. Manage and ensure prompt referral of grievances to the Executive Authority and Public Service Commission when necessary. Ensure and monitor the implementation of the outcome of grievances. Provide efficient and effective advice on grievance matters and complaints. Communicate the outcomes of the grievance to the aggrieved employees. Manage and ensure update PERSAL on the outcome of the grievance process. Supervise employees. Manage and provide support for the effective resolution of disputes. Represent the Department at conciliation and arbitration set downs. Obtain mandate and /or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need to be dealt with by Legal Services / external service providers / counsel. Ensure proper preparation and presentation of cases by team. Manage 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. Supervise HR Practitioners and Interns. Draft quarterly reports and memos to DPSA, PSC and internally monthly reports. Manage an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Attend to any urgent managerial matters. Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. Assist on collective bargaining processes and labour relations reporting system. Provide assistance with the preparation for Departmental Bargaining Council (DBC) meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce relationship with shop stewards in areas 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 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 17/04** : **PROFESSIONAL SURVEYOR (GRADE A-C) REF NO: 3/2/1/2023/371**  
 Chief Directorate: Cadastral Advisory and Research Services
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a four- year BSc Degree in Survey/ Geomatics. Compulsory registration with South African Geomatics Council as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and

development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Job related skills: Decision making. Team leadership. Analytical. Creativity. Self-management. Customer focus and responsiveness. Communication skills (Verbal and Written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation. A valid driver's licence.

**DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements/ standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills/ knowledge transfer and adherence to sound survey principals and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research/ literature studies on survey technologies to improve expertise. Liaise with relevant bodies/ councils on survey-related matters.

**ENQUIRIES** : Ms M Kekana Tel No: (012) 312 8911  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered 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 17/05** : **PROJECT COORDINATOR – PRE-SETTLEMENT REF NO: 3/2/1/2023/367**  
 Directorate: Operational Management

**SALARY** : R527 298.per annum (Level 10)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Agriculture/Development Studies/Social Science/Law. Minimum of 3 years' experience in restitution or land restitution environment. Job related knowledge: Knowledge in development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plan. Thorough knowledge in land reform and development-related issues. Job related skills: Project Management skills. Negotiation skills and contract management. Leadership skills. Computer Literacy and communication skills (Verbal and Written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's license. Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES** : Coordinate the lodgment of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify Homestead. Partake in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General (OVG). Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Sec42D submission.



**ENQUIRIES** : Mr W Silaule Tel No: (033) 355 840  
**APPLICATIONS** : Applications can be submitted by post to Private Bag X9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

**NOTE** : African, Coloured and White males and Coloured and White females and Persons with disabilities are encouraged to apply

**POST 17/06** : **PROJECT COORDINATOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/369**  
Directorate: Land Development Support, District Office

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Frances Baard / John Taolo Gaetsewe, Northern Cape  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree in Agricultural Economics/ Agri-Business/ Agricultural Management/ B.Com. Agriculture/ Agri-Business (NQF 7). Minimum of 3 years' relevant experience at supervisory level. Job Related Knowledge. Knowledge of the Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring & Evaluation techniques. Knowledge and understanding of Government Development Policies, e.g., National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research Methodology. Good Corporate Governance Principles. Knowledge in Human Resource and Financial Management. Job related skills: Project Management skills, Communication skills (verbal and written), Agricultural Development, Conflict Management, Stakeholder mobilisation, Financial Management, Computer Literacy and Information Management and Analytical skills. A Valid driver's license.

**DUTIES** : Assist in facilitating the development, review and management of policies and programmes for Land Development and Post Settlement support. Assist in facilitating the engagement with relevant stakeholders on policy matters. Assist in facilitating capacity building sessions for officials and stakeholders on policies and programmes developed. Participate in the development and review of standard operating procedures. Assist with the implementation of projects for the development of producers towards commercialization. Co-ordinate the process of identifying producers to be supported. Assist in the establishment and management of partnership between producers and development partners. Organise capacity building and training programme for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies/standard operating procedure (SOPs). Present the submissions to the relevant committees and structures. Facilitate the effective promotion and practice of good corporate governance and compliance with Financial and Human Resource. Conduct ongoing monitoring and reporting of projects under implementation. Manage Human and Financial Resources in line with relevant policy and legislative framework. Mitigate identified operational and fraud risks. Implement internal and external controls in line with the policies.

**ENQUIRIES** : Ms. T Oliphant Tel No: (053) 830 4056  
**APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6<sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300

**NOTE** : Coloured, Indian, and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 17/07** : **ASSISTANT DIRECTOR: SMS REF NO: 3/2/1/2023/362**  
Directorate: Human Resource Administration

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management (NQF 6). Minimum of 3 years' experience at supervisory level in a Human Resource Management/Administration environment. s. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Human Resource (HR) matters. Reporting procedures. Compilations of management reports. Labour relations. Human Resource Administration (HRA) policies and practices. Public Service Reporting. Computer base HR information systems. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Interpersonal skills. Problem solving skills. Conflict resolutions skills. Interpretation skills. Analytical skills. Presentation and facilitation skills. Report writing skills. People management skills. Customer focus skills. Computer literacy. Mentoring and coaching skills. Valid Divers' license.

**DUTIES** : Supervise the allocated resources. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Monitor and ensure proper utilization of equipments and reporting thereof. Provided HR advisory to line managers on HR compensations management, HR service benefits and conditions, and the recruitment and selection of SMS members. Provide advisory services and respond to all enquiries received, in line with the government's legislative frameworks and the Department's policies and directives to the Department's line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions and recruitment and selection. Conduct regular guidance and training to trade union representatives and line functionaries on recruitment and selection processes of SMS members. Administer the capturing appointments/acting appointment of SMS members on the PERSAL System. Ensure that HR systems and processes are in place to enable HR support to SMS members. Assist in the management and quality assurance of the source documents submitted and approve. Know and apply legislation, policies and procedure. Administer the condition of service and service benefits for SMS members. Ensure compliance with the legislative frameworks (leave, termination of service, etc.). Quality assure and manage the submission of documents on the relevant systems and approved. Plan and facilitate the recruitment, selection and appointment of SMS members. Communicate with line functionaries to determine staff requirements. Advise management on the employment equity and other legislative requirements. Provide support in developing job advertisements. Assist in the management of the placement of advertisement in the relevant media platforms (newspaper, DPSA vacancy circular, recruitment agencies and notice boards. Provide a secretariat services during shortlisting and interviews. Assist in the management of the verification processes (personnel suitability checks) of candidates (qualifications, employment confirmation, financial checks and criminal checks). Assist in facilitating competency assessment. Compile employment contracts and offer letters. Respond to audit, cabinet or presidential hotlines matters. Provide recruitment and selection information to the DPSA, PSC, Auditor-General etc. Avail monthly statistics on the vacancy of SMS posts in the Department per Branch.

**ENQUIRIES** : Ms L Strydom Tel No: (012) 312 9527  
**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 and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 17/08** : **CHIEF HUMAN RESOURCE OFFICER REF NO: 3/2/1/2023/375**  
Directorate: Human Resource Administration

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management (NQF 6). Minimum of 2 years' experience in Human Resources environment. Job related knowledge: Human Resource Strategy, Planning and Systems. Human Resource Transformation,

Monitoring and Evaluation. PERSAL control. Human Resource function and interpretation of legislation / prescripts. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Monitoring and evaluation skills. Negotiation and conflict resolutions skills. Presentation and facilitation skills. Report writing skills. People management skills. Customer focus skills. Computer literacy. Acceptance of responsibilities. Mentoring and coaching skills. Valid Divers' license.

**DUTIES** : Implement and administer the outcome of recruitment and selection processes and adjustment to employees rank and salary positions, personal positions and Job Evaluation (JE) results and all related matters. Administer appointments (All types), transfers (All types), translation Rank, retention / higher notches, update records, salary packages (Tax/Medical) and verification of information on #4.16 on the PERSAL System. The updating of personal information and implementation of JE results. Continued employment in higher posts. Update JEs. Implement structure changes and job title changes. Maintain records regarding JE results, marital status, addresses, dependents, qualifications, etc. Process System Change Control (SCC) requests. Unique tasks and / or responsibilities (once a year): Grade progression. Intern appointments. Cost of Living Adjustments (COLA). Capture, monitor and approve transactions on PERSAL. Attend to all related correspondence, enquiries, follow ups / feedbacks / checklists / advise and identify challenges or delays. Administer the probationary processes as well as allowances and benefits and related databases / records and related matters. Confirmation of Probationary period. Verify information on probation database. Administer acting allowances. Update acting allowance database. Administer personal Non-Pensionable Allowance (PNPA) (when applicable). Administer resettlement. Capture. Monitor and approved transactions on PERSAL. Administer System Change Control (SCC) requests, monitoring of PERSAL transactions and other processes relating to enquiries and other related matters. Verify schedules for SCC information. Capture, monitor and approve transactions on PERSAL. Attend to all related correspondence, enquiries, follow ups, feedback, checklists, advice and identify challenges or delays. Administer business and functional and operational activities, information and statistics related to this position. Discipline and control. Motivate and encourage initiative and help develop abilities and talent of staff. Provide training and participate during training sessions. Manage and record leave and flexi time of staff. Filling of vacant positions. Exit Interviews. Conduct staff meetings. Compile performance agreements. Put systems in place to keep track of workflow and monitor work. Monitor work operations with respect to Human Resource functions in accordance with prescripts and procedures. Update / maintain procedure manual regarding functions applicable to post. Forward inputs regarding templates to supervisors for consideration, submit interns schedule / claims. Mentor interns in division as per arrangement.

**ENQUIRIES APPLICATIONS** : Ms L Strydom Tel No: (012) 312 9527  
 : 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 Indian males and Coloured and Indian females and Persons with disabilities are encouraged to apply.

**POST 17/09** : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/366**  
 Directorate: Corporate Support Services

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
 : Limpopo (Polokwane)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science/Information Technology. Job Related Work Experience. Minimum of 2 years relevant experience in IT Support. Experience with hardware and software. Experience network support. Experience in IT technical support. Appropriate server and network management experience. Job Related Knowledge. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems skills change control. Project management principles and tools. Job Related Skills. Planning skills. Organising skills.

<b><u>DUTIES</u></b>	: Communication (written and verbal) skills. Advanced computer skills. Project management. Interpersonal skills. Other. A Valid Driver's licence. : Provide IT user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on ITSM. Render IT security. Ensure a secure environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update Anti-virus software to all workstation. Identify IT requirements. Advise clients on IT equipment procurement. Inspect all the switches and network points. Ensure that all ICT related work is done according to agreed standard and quality. Verify the warranty of warranty of ICT equipment before allocation. Maintain IT applications. Ensure that all applications are up and running on a daily basis. Uninstall unwanted applications on the workstation. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipment. Monitor local area network performance and report any anomalies. Maintain networks and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation, and maintenance of LAN infrastructure.
<b><u>ENQUIRIES</u></b>	: Mr Moraka Shai Tel No: (015) 495 1954
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700, or hand delivered to: 61 Biccard Street, Polokwane, 0700.
<b><u>NOTE</u></b>	: African, Coloured, Indian and White males and Coloured, Indian and White females are encouraged to apply.
<b><u>POST 17/10</u></b>	: <b><u>ANIMAL PRODUCTION TECHNICIAN REF NO: 3/2/1/2023/363</u></b>
<b><u>SALARY</u></b>	: R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	: Directorate: Animal Production Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Animal Production. Minimum of 2 years relevant experience. Job Related Knowledge: Public Service Regulations. Animal Production (Husbandry). Anatomy and Physiology of animals. Knowledge of collection, extension and storage of semen, embryos and oocytes. Produce regular and accurate animals, exports and imports reports. Skills and knowledge transfer by training on aspects of Animal Improvement Act, 1998 (Act 62 of 1998) and animal production. Livestock and game industry. International agreements, conventions and bilateral agreements relating to animal improvement matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning. Law enforcement. Interpersonal. Problem solving. Interpretation. Analytical. Influencing. Listening. Computer literacy. Report writing. Valid driver's licence and the ability to drive. Extended working hours. Travel.
<b><u>DUTIES</u></b>	: Administer certain prescripts of the Animal Improvement Act, 1998 (Act 62 of 1998) Administer registration process of animal reproduction centres. Conduct inspections and assessment of animal reproduction centres. Administer the registration process of donor animals. Conduct inspections and assessments on donor animals. Administer exportation and importation of animal genetic resources. Verify and review applications for import and export of animal genetic resources to ensure compliance with guidelines and legislation. Provide support on genetic impact studies for new exotic or new composite breeds. Provide lectures in terms of the Act. Maintain and update animal improvement database (e.g. reproductive operators, animal genetic material imports and exports, breeder's societies. Import agents, donor animals etc). Provision of technical and regulatory support in relation to the Animal Improvement Act, 1998 (Act 62 of 1998) Provide support on technical and advisory services on implementation of animal improvement schemes. Provide regulatory support on implementation of animal improvement schemes. Make recommendations on animal improvement programs. Advise stakeholders on procedures, norms and standards on animal improvement matters. Provide reports (e.g. statistics, status and progress) on animal improvement issues. Liaison with the livestock canine and game production sectors on technical and legislative issues on animal improvement. Liaise with relevant stakeholders on animal improvement matters. Communicate technical and legislative issues on animal improvement. Render administrative functions. Ensure capacity and development of staff. Ensure proper utilization of equipment. Apply discipline.
<b><u>ENQUIRIES</u></b>	: Ms. M Setati Tel No: (012) 319 7424

- 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, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 17/11** : **ANIMAL HEALTH TECHNICIAN REF NO: 3/2/1/2023/364**
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Directorate: Animal Health: (Skukuza)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Animal Health or relevant Qualification recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council as Animal Health Technician. Minimum of 2 years appropriate experience (post-qualification experience). Job related knowledge: Knowledge and experience in the erection, repair and maintenance of animal disease control fences. Public Service Regulations. Knowledge and experience of controlled animal diseases in South Africa. Supervision experience. Fire-arms competency for handguns and rifles. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal. Problem solving. Interpretation. Analytical. Listening. Computer literacy. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive daily travelling. Work in harsh outdoor conditions, rough terrain and isolated areas. Exposure to wild animals, e.g. elephant and buffalo.
- DUTIES** : Erect, repair and maintain animal disease control fences and fence patrol roads. Ensure upkeep of animal disease fence. Regular patrol and inspection of fence. Coordinate repair and maintenance of fence. Replace worn out fence. Cut and eradicate trees and vegetation along the fence. Ensure access and thoroughfare of fence patrol roads. Fill up dongas and drifts. Repair rain flooded patrol roads. Rehabilitation and filling up of trenches and dongas. Tree felling. Repair floodgates. Apply movement control on stray animals across disease control fences. Prevent stray animals from crossing the fence. Assist in identification of clinical signs of disease in animals. Arrange quarantine of clinically sick stray animals. Report and liaise with provincial and other departments as well as interested stakeholders. Articulate the directorate's mandate and primary function at various forums. Oversee seizure and disposal of illegal or infectious animals, materials or products thereof. Handle administration and logistics related to transport, procurement and distribution of fencing material and equipment. Requisitions of fencing material and equipment. Seek quotations for required goods and services. Provide replacement protective clothing and service equipment to Tradesman Aid. Keep stock register. Complete trip authorization and log sheet. Book vehicle service as per service interval requirements. Complete and submit monthly returns to Head office. Deliver fencing material on sites. Supervision of Tradesmen Aids. General office administration. Simplify and explain policies to Tradesmen Aids. Advice and motivate personnel. Arrange staff meetings. Issue warnings and maintain discipline among subordinates. Management of leave and completion of leave forms. EPMDS evaluation of Tradesmen Aids. Submit S&T claims for Tradesmen Aids. Report and liaise with supervisor, provincial and other departments.
- ENQUIRIES** : Dr L. Van Schalkwyk Tel No: (013) 735 5641/ 5642
- 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, and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities are encouraged to apply.
- POST 17/12** : **ANIMAL HEALTH TECHNICIAN REF NO: 3/2/1/2023/365**  
Re-advertisement, applicants who applied previously must re-apply.
- SALARY** : R359 517 per annum (Level 08)

- CENTRE REQUIREMENTS** :
- Directorate: Animal Health: (Hectospruit)
- Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Animal Health or relevant Qualification recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council as Animal Health Technician. Minimum of 2 years appropriate experience (post-qualification experience). Job related knowledge: Knowledge and experience in the erection, repair and maintenance of animal disease control fences. Public Service Regulations. Knowledge and experience of controlled animal diseases in South Africa. Supervision experience. Fire-arms competency for handguns and rifles. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal. Problem solving. Interpretation. Analytical. Listening. Computer literacy. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive daily travelling. Work in harsh outdoor conditions, rough terrain and isolated areas. Exposure to wild animals, e.g. elephant and buffalo.
- DUTIES** :
- Erect, repair and maintain animal disease control fences and fence patrol roads. Ensure upkeep of animal disease fence. Regular patrol and inspection of fence. Coordinate repair and maintenance of fence. Replace worn out fence. Cut and eradicate trees and vegetation along the fence. Ensure access and thoroughfare of fence patrol roads. Fill up dongas and drifts. Repair rain flooded patrol roads. Rehabilitation and filling up of trenches and dongas. Tree felling. Repair floodgates. Apply movement control on stray animals across disease control fences. Prevent stray animals from crossing the fence. Assist in identification of clinical signs of disease in animals. Arrange quarantine of clinically sick stray animals. Report and liaise with provincial and other departments as well as interested stakeholders. Articulate the directorate's mandate and primary function at various forums. Oversee seizure and disposal of illegal or infections animals, materials or products thereof. Handle administration and logistics related to transport, procurement and distribution of fencing material and equipment. Requisitions of fencing material and equipment. Seek quotations for required goods and services. Provide replacement protective clothing and service equipment to Tradesman Aid. Keep stock register. Complete trip authorization and log sheet. Book vehicle service as per service interval requirements. Complete and submit monthly returns to Head office. Deliver fencing material on sites. Supervision of Tradesmen Aids. General office administration. Simplify and explain policies to Tradesmen Aids. Advice and motivate personnel. Arrange staff meetings. Issue warnings and maintain discipline among subordinates. Management of leave and completion of leave forms. EPMDS evaluation of Tradesmen Aids. Submit S&T claims for Tradesmen Aids. Report and liaise with supervisor, provincial and other departments.
- ENQUIRIES APPLICATIONS** :
- Dr M Bronkhorst Tel No: (012) 319 7481
- 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, and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities are encouraged to apply.
- POST 17/13** :
- SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/377**  
 Directorate: Information Technology Systems and Security Management  
 Office Of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** :
- R359 517 per annum (Level 08)
- Pretoria
- Applicants must be in possession of a National Diploma in Public Administration/ Public Management / Business Administration/Business Management. 2 years' experience in administration environment. Knowledge of Public Service Regulations, Financial Procedures, Treasury Regulations, Basic Accounting System (BAS) system. Computer Literacy, Interpersonal Skills, Organising and Planning Skills, Communication (Written and Verbal), Analytical skills, Problem Solving Skills, Financial Management Skills, Report Writing Skills.

- DUTIES** : Provide financial management services; facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly/monthly/quarterly; Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE), Oversee effective, efficient and economical utilisation of funds, Document and communicate procedures for accessing and shifting of funds, Coordinate budgeting, audit and financial functions, Verify T&S and sundry and overtime payment. Administer the procurements of goods and services; Compile, manage and maintain of the Demand Management Plan, Facilitate Supply Chain Management services, Facilitate monthly, quarterly and annual reporting on SCM related matters, Control over safekeeping, utilisation and maintenance of all assets, Ensure proper administration of sourcing and evaluation of quotations, Capture and authorise of goods/ services on LOGIS system, Handle queries from internal and external clients relating to supply chain matters. Render general office support services; Supervise, motivate and develop staff through individual performance agreements, Provide assistance in the developing/reviewing of operational plan, Compile various submissions/ memoranda and responses, Attend to queries from Internal Audit, Administer leave forms/attend to queries, Make travel/conference bookings and confirmations, Provide secretariat services; Administer asset, Maintain asset register, Liaise with asset unit during asset verification, Manage outgoing and on-going assets, Allocate equipment to officials.
- ENQUIRIES APPLICATIONS** : Mr R Saila Tel No: (012) 338 7296 / Mr LM Tshivhase Tel No: (012) 338 7211  
: Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219 Rentmeester Building, Bosman Street, Pretoria, 0002 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian, and White Males, African, Coloured, Indian, and White Females and people with disabilities are encouraged to apply.
- POST 17/14** : **JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/378 (X3 POSTS)**  
Directorate: Examination, Execution, and Deeds Training Services  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Pietermaritzburg  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law/ Buris/ B Proc/ LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
- DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches endorse deeds and complete all the endorsements. Complete fee endorsement indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements/DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
- ENQUIRIES** : Ms Z Mthembu Tel No: (033) 355 6812

- APPLICATIONS** : Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, and, Indian Males, African, and, Coloured Females, and people with disabilities are encouraged to apply.
- POST 17/15** : **STATE ACCOUNTANT: PLAS MANAGEMENT SERVICE REF NO: 3/2/1/2023/372**  
Directorate: PLAS Trading Account Financial Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Pretoria  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 1 year working experience in the financial management services. Job related knowledge: Understanding of National Treasury Regulations, Public Finance Management Act (PFMA) and Knowledge of a Complete and Comprehensive Program for Accounting Control (ACCPAC), Safety Web Systems. Job related skills: Computer literacy skills (Microsoft Word, Excel, PowerPoint, Project), Communication skills (written and verbal), Planning and organising skills and time management skills. A valid driver's licence.
- DUTIES** : Effect payment to Service Providers. Ensure all payments are recorded accurately on the incoming document register and supported by valid supporting documents. Pay the correct supplier with the correct banking details and amount within the 30 days from date of receipt of invoice. Ensure compliance with the relevant Proactive Land Acquisition Strategy (PLAS) Payment checklist and process payments within 5 days of receipt of complete payment parcel. Compile reports for the section (age analysis, payment report and relevant registers). Compile payment reports on a regular basis after payments have been processed. Compile and submit payment reports accurately and completely to relevant users. Compile accounts payable on a monthly, quarterly and yearly basis. Maintain complete and accurate vendor master file. Update electronic vendor register on a regular basis. Perform and sign-off vendor reconciliations on a weekly basis. File all vendor forms accurately. Ensure effective document control and safeguarding of financial records and documents. Stamp and quality control all payment documents daily after payments. Review and sign-off batch listing report for payments and journals after month end closure. Ensure that all journals are captured on the system and compiles with internal control processes. File all payments and journals sequentially in a lockable area.
- ENQUIRIES APPLICATIONS** : Ms L Malisa Tel No: (012) 312 8419/8175  
: 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/16** : **PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2023/368**  
Directorate: Corporate Services  
Re-advertisement, applicants who applied previously must re-apply.
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 5 years security supervision experience (including experience as a Senior Security Officer). Job related knowledge: Knowledge of departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of Criminal Procedure Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of Safety at Sports and Recreation Events Act. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Exposure to supervisory skills,



<b><u>DUTIES</u></b>	: Computer literacy and Investigation skills. A valid 08 driver's licence. Willingness to travel, work shifts and irregular hours. : Monitoring the implementation of physical security measures and physical security systems. Supervise In-house and private security officials. Ensure implementation of access control procedures by security officials. Protect employees, information and property of the Department. Inspect all security registers, aids and irregularities and make an entry in the occurrence book and report to supervisor. Ensure that regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipments and assets of the Department. Coordinate and ensure duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment (where applicable) in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.). Monitor working conditions of security equipments in the control room. Monitor the activation and deactivation of security access cards. Maintain accurate record of data recordings. Record on / off duty shifts and incidents in the occurrence book. Report all defaults on available safety and security systems and equipment. Monitor the issuing of new access cards. Participate in evaluation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Participate and assist Occupational Health and Safety during emergency situations. Participate on the implementation of Occupational Health and Safety Act. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices and ensuring implementation of service-level agreement (SLA). Monitor performance of guarding services in terms of the SLA. Provide a feedback inspection report to Supervisor. Report identified breach of the agreement to supervisor. Manage and coordinate security incidents / breaches. Ensure that all security incidents and breaches are reported. Complete and update security incidents register. Compile preliminary investigation report. Participate in planning and coordination of special events. Participate in planning for special events. Conduct access control into the plenary and holding rooms. Issue accreditation to stakeholders. Escort very important person's. Ensure security plans for special events.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms YP Ngubane Tel No: (033) 264 9500 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	: African, Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 17/17</u></b>	: <b><u>SUPPLY CHAIN CLERK: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO: 3/2/1/2023/373</u></b> Directorate: Logistics and Asset Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R202 233 per annum (Level 05) : Pretoria : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understating of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills. Computer skills. Language Skills. Good verbal and written communication Skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	: Render Asset management clerical support. Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for

goods from end users. Issue goods to end users. Maintain goods registers.  
Update and maintain register of suppliers.

**ENQUIRIES**  
**APPLICATIONS**

: Mr Ernest Khutswane Tel No: (012) 312 8469  
: 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 Coloured, Indian and White females and  
Persons with disabilities are encouraged to apply.

## 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 [Recruit10@phakipersonnel.co.za](mailto:Recruit10@phakipersonnel.co.za) For application enquiries contact Koena Tibane Tel No: 011 941 1953
- CLOSING DATE** : 02 June 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. Candidates who are shortlisted could expect to undergo management competency assessments. They will also be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced Programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The 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 17/18** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: PHA34/05-COGTA)**
- SALARY** : R1 590 747 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria

- REQUIREMENTS** : An undergraduate qualification with preference in either Public Administration or Business Management and a post graduate qualification (NQF level 8) as recognised by SAQA plus 8 to 10 years extensive experience at a senior management level. Certificate for entry into the Senior Management Service. Valid Driver's License and travelling. Additional Requirements (Advantage) MS PowerPoint, MS Project. Technical Competencies: Comprehensive knowledge and understanding of Government systems and structures. Public Service Transformation. Public Finance Management Act. Public Service Act and Public Service Regulations.
- DUTIES** : As the Deputy Director-General, the successful candidate will perform the following duties: Provide strategic leadership and guidance on Human Resource, Facilities and Security Management in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Oversee the overall functioning of the Branch, identify problems and provide solutions that seek to ensure effective and efficient use of the departmental resources.
- ENQUIRIES** : Mr J Tidimane Tel No: 012 334 0734

**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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

**CLOSING DATE** : 02 June 2023 at 16:00

**NOTE** : 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](http://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, initialed and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. 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)

**OTHER POSTS**

**POST 17/19** : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/10/540**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY** : R1 127 631 - R1 249 254 per annum, (OSD)

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Masters' Degree qualification in Psychology. Registration with HPCSA as Psychologist. Three (3) years appropriate experience as a Psychologist after registration with the HPCSA as a Counselling/ industrial Psychologist. Valid Driver's Licence. Knowledge: Relevant ILO Conventions, Financial

Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking, Information Management.

**DUTIES** : Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.

**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 17/20** : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/541**

**SALARY** : R958 824 per annum, (all inclusive)

**CENTRE** : Labour Centre: Cape Town (Western Cape)

**REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.

**DUTIES** : Manage the service delivery objectives as per the mandate of Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre (Daily).

**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 17/21** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/10/542**

**SALARY** : R527 298 per annum

**CENTRE** : Labour Centre: George

**REQUIREMENTS** : A Three (3) year tertiary qualification in Public Management/Business Management/ HRM/ Operations Management/ Nursing. Three (3) years functional experience in a claims/medical insurance processing environment on senior claim assessor/supervisor level. Knowledge: Public Service Regulations, DoL and Compensation Fund business strategies and goals,

Directorate goals and performance requirements, Compensation Fund Services, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, Public Service Act. Skills: Required Technical Proficiency, Communication, Business Writing Skills, Required IT skills, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment (including developing others), Client Orientation and Customer Focus, Work Ethic and Self-management, Risk Management and Corporate Governance.

**DUTIES** : Provide oversight and control to the claims processing and employer assessment processes as required in terms of the segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 021 441 8120  
 : 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 17/22** : **EMPLOYMENT SERVICE PRACTITIONER III REF NO: HR4/4/10/543**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum  
 : Labour Centre: George (Western Cape)  
 : Three (3) years relevant tertiary qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Public Management/ Business Administration/ Business Management. Four (4) years (Functional and Supervisory experience) in Employment Services environment. Valid drivers licence. Knowledge: Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation of Occupational Injuries and Diseases Act, ILO Conventions, Human Resource Management Policies, Public Financial Management Act, Public Service Act, Departmental Internal Policies. Skills: Planning and Organizing, Communication, Computer, Networking, Analytical, Presentation, Report Writing, Negotiation, Marketing, Interpersonal, Leadership.

**DUTIES** : Coordinate and maintain the relationship within Employment Service stakeholders. Manage the provision of registration and referral of work seekers for the Department. Supervise the provisioning of technical advice and administration services regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) projects and Temporary Relief Schemes (TES). Manage all the resources of the division.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman at 082 901 3232  
 : 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 17/23** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/10/544**

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
 : Provincial Office (Western Cape)  
 : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years functional experience in Auditing and/ Financial Management. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, COIDA, Unemployment Insurance Act, Basic Conditions of Employment Act, Skill Development Levi Act, Labour Relations Act, Unemployment Contributions Act, Skills Development Act, Employment Equity Act, Public Financial Management Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Communication (Written and Verbal), Innovative, Analytical, Research, Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitor and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.

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

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 17/24** : **SUPERVISOR: CLIENT SERVICES REF NO: HR4/4/10/545**

**SALARY** : R359 517 per annum

**CENTRE** : Labour Centre: Worcester (Western Cape)

**REQUIREMENTS** : Three (3) years tertiary qualification in Customer Services/ Management/ Customer Relations/ Contact Centre Management/ Office Administration Management/ Communications/ Marketing. Two (2) years functional experience in customer care/ client service environment. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within COID Service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.

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

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 17/25** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

**SALARY** : R359 517 per annum

**CENTRE** : Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/546 (X1 Post)  
Labour Centre: Durban- Ref No: HR4/4/5/36 (X1 Post)

**REQUIREMENTS** : Three (3) years tertiary qualification in Business Administration/ Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

**ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120  
Mr SA Mchunu Tel No: (031) 401 9424

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/26** : **OHS INSPECTOR REF NO: HR4/4/10/547 (X2 POSTS)**

**SALARY** : R359 517 per annum

**CENTRE** : Labour Centre: Mossel Bay

**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field i.e. Construction. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated



Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing 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. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

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

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/27** : **SENIOR OHS OFFICER REF NO: HR 4/4/8/841**

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office Free State

**REQUIREMENTS** : Tree (3) year qualification in Economics/ Statistics/ Sociology/ Psychology/ Demography/ Development Studies, One (1) year functional experience in Labour market research field. One (1) year supervisory experience and/or two (2) years functional experience. Valid Driver's License. Knowledge: Labour legislation and relevant policies, Batho Pele Principles, Labour market dynamics, Research Methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data Analysis, Statistical and research.

**DUTIES** : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders. Provide administrative support to the Sub-Unit.

**ENQUIRIES** : Ms M Monyane Tel No: (051) 505 6298

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/28** : **SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION) REF NO: HR 4/4/1/300**

(Re-advertisement, applicants who previously applied must re-apply)

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office Eastern Cape

**REQUIREMENTS** : Three (3) year tertiary qualification in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.

**DUTIES** : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.

**ENQUIRIES** : Mr M Marala Tel No: 043 701 3005

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/29** : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/606**

**SALARY** : R359 517 per annum  
**CENTRE** : Mthatha Labour Centre, Eastern Cape  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor degree (NQF 7) in Labour Relations/ Labour Law/ LLB/BCOM LAW Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following 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, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, 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 some of Labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), 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 Court as a State witness ,Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections , Conduct advocacy campaigns on labour legislation regularly, Manage the finalisation of files of cases received and investigations conducted by the Inspectors ,Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Ms S Zawula Tel No: 047 501 5600  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/30** : **INTERNAL AUDITOR REF NO: HR4/23/06/01HO**

**SALARY** : R294 321 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ BCom Information Systems. Valid Driver's Licence. One (1) year functional experience in Internal Auditing. Statutory Body Requirements: Institute of Internal Auditors. Knowledge: Applicable legislative and regulatory framework (i.e Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Practice (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organising, Communication (verbal and written), Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, and Team mate.

**DUTIES** : Planning of audit engagements. Conduct Audit engagements in accordance with Audit Programmes. And Render administrative support to the Internal Audit within DoL.

**ENQUIRIES** : Ms Q Mokhele Tel No: 012 309 4630  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 17/31** : **OFFICE ADMINISTRATOR REF NO: HR4/23/05/13HO**

**SALARY** : R294 321 per annum  
**CENTRE** : Head Office, Pretoria

- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Office Management, Information Management and Technology, Public Administration, Business Administration, Business Management, Public Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental Policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, and Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both (Verbal and Written), Computer, Telephone etiquette, Organising, Decision Making, Analytical and Project Management.
- DUTIES** : Provide a receptionist support to the Directorate including diary management for the Director. Render a Secretariat Service for the Office of the Director. Assist in Monitoring and maintaining the budget including the supply chain for the Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate.
- ENQUIRIES** : Ms MJ Nkuna Tel No: 012 309 4336
- APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps).
- POST 17/32** : **UI CLAIMS OFFICER REF NO: HR 4/4/10/548**
- SALARY** : R241 485 per annum
- CENTRE** : Provincial Office: Western Cape
- REQUIREMENTS** : Grade 12\ Senior Certificate; 0-6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Decision Making.
- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
- ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120
- APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)
- POST 17/33** : **CLAIMS PROCESSOR: COID REF NO: HR4/4/5/27**
- SALARY** : R241 485 per annum
- CENTRE** : Durban Labour Centre
- REQUIREMENTS** : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: Compensation Fund Policies, Procedures and Processes, Relevant Stakeholders, Human Anatomy/ Biology and medical terminology, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID Delegation, Promotion to Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (Written and Verbal) Data Capturing, Data and records management, Telephone Skills and Etiquette.
- DUTIES** : Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties
- ENQUIRIES** : Mr SA Mchunu Tel No: (031) 401 9424
- APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)
- POST 17/34** : **SECURITY OFFICER REF NO: HR4/4/4/04/05**
- SALARY** : R171 537 per annum
- CENTRE** : Gauteng Provincial Office but stationed at Pretoria Labour Centre
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Grade C Security Certificate. Twelve (12) months security experience. PSIRA Grade C. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum

Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Coordination skills, Computer Literacy.

**DUTIES** : Control access in and out of the Labour Centre and a Provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and a Provincial office (Daily). Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily). Conduct internal investigations and enforce security rules and regulations (Daily).

**ENQUIRIES** : Ms MA Phasha Tel No: (012) 309 5253  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/35** : **MESSENGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/549**

**SALARY** : R147 036 per annum  
**CENTRE** : Labour Centre: Cape Town  
**REQUIREMENTS** : Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.

**DUTIES** : Provide messenger service within the Provincial Office. Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 17/36** : **OFFICE AID REF NO: HR4/4/10/550**

**SALARY** : R147 036 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape)  
**REQUIREMENTS** : Grade 10 / ABET certificate. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations

**DUTIES** : Ensure clean office environments at all times. Provide Food Service Aid. Assist in distributing stock Prepare boardrooms for meetings.

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

## DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted 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.  
**Cape Town And Eastern Cape:** May be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- FOR ATTENTION NOTE** : Human Resources Management  
 : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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 all applicants for SMS posts from 1 April 2020 is a 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 performance agreement and 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.
- ERRATUM:** Kindly note that the advertised post of Chief Director: Sector Compliance with Ref No: RSCM08/2023 (post 15/37) in the Public Service Vacancy Circular 15 dated 05 May 2023 with the closing date of 29 May 2023. An amended closing date is 12 June 2023.

## MANAGEMENT ECHELON

- POST 17/37** : **DIRECTOR: INTEGRATED HUMAN RESOURCE MANAGEMENT REF NO: CMS29/2023**
- SALARY** : R1 105 383 per annum, (an all-inclusive 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  
 : Undergraduate Degree (NQF7) or Advanced Diploma in Human Resource Management or equivalent qualification recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management at a middle / senior managerial level. Knowledge of and understanding of the Human Resource Development legislation and regulatory framework, Public Finance Management Act and Treasury Regulations. Knowledge and experience in Human Resource Management, Learning development and Performance Management. Ability to gather and analyse information. Knowledge of HR practice & procedures, administrative procedures, Project management, Personnel management, Strategic Planning Management, Leadership Management, People Management and Change Management. Experience and knowledge of policy development and implementation, Financial Management. Sound Research, Analytical, Organising, Planning and Presentation. Good communication skills (both verbal and report writing) interpersonal, coordination and stakeholder liaison. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.

**DUTIES** : Ensure the implementation of performance management for Coastal regions. Manage and conduct performance appraisals, Ensure the Implementation of PMDS Framework, Conduct performance training to managers and employees. Conduct and manage adhoc and appeals. Ensure the provision of support in reducing the vacancy and turnover rate. Manage recruitment, selection and appointment of staff, manage pre-employment verifications (reference check, verification of qualifications, etc.) of recommended candidates, manage competency assessments for recommended SMS members, Facilitate the implementation of the Retention Policy. Compliance with regulatory framework in respect of Management of Service Benefits and condition. Provide advice on service benefits and conditions, Review Service Benefits and conditions related policies Ensure the implementation of HRD strategy. for Coastal regions. Facilitate and manage the implementation of internship, bursary, orientation, and induction programmes, Oversee leadership (SMS) training/development interventions.

**ENQUIRIES CLOSING DATE** : Ms P Luphondo Tel No: (012) 399 8623  
 : 12 June 2023

**POST 17/38** : **DIRECTOR: ORGANISATIONAL EFFECTIVENESS REF NO: CMS30/2023**

**SALARY** : R1 105 383 per annum, (an all-inclusive 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** : Pretoria  
 : Undergraduate Degree (NQF7) or Advanced Diploma in Management Services, Operations Management, Industrial & Organisational Psychology, Human Resources Management /Development, or relevant qualification recognized by SAQA. A minimum of five (5) years' experience in Organisational Development/Design environment at a middle / senior managerial level. Knowledge of Public Service legislation and regulatory framework. Understanding of organizational development principles and procedures. Project and financial management. Ability to develop and apply policies. Knowledge of HR and organizational design practices. Understanding of job evaluation processes. Ability to lead multidisciplinary team. Knowledge of evaluate / equate system. Contract management. Administrative procedures, personnel management and monitoring and control. Sound coordination, organising and planning skills. Good communication skills (both verbal and report writing), interpersonal, programme and project management and stakeholder liaison. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.

**DUTIES** : Oversee the development and maintenance of the organisational structure and facilitate approval. Oversee and manage OD investigation. Over the process of review and update of functional structure. Oversee the provision of job evaluation and ensure development and review job descriptions. Ensure the development of JE plan and prioritisation of posts. Monitor and ensure effective job evaluation of posts. Attend JE forums and give feedback on latest developments. Oversee the provision of business process management

services. Ensure the mapping and improvement of business processes for every structural change that affects functioning of a business unit. Manage the development of standard operating procedures and productivity enhancement for the department. Oversee and manage the facilitation of change management processes. Ensure the implementation of change management processes. Drive the execution of change management plans. Ensure the review of change effectiveness once implemented. Develop, review and implement policies and strategies and provide advice to stakeholders. Research and benchmark best practices. Develop and review policies and strategies.

**ENQUIRIES** : Ms P Lumphondo Tel No: (012) 399 8623  
**CLOSING DATE** : 12 June 2023

**OTHER POSTS**

**POST 17/39** : **CONTROL ENVIRONMENTAL OFFICE: GRADE A: CARBON SINKS MITIGATION REF NO: CCAQ12/2023**

**SALARY** : R554 490 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four-year Degree or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Environmental Management Atmosphere, plant & soil interlinkages, and dynamics. Forestry dynamics in South Africa. South African Vegetation Biomes. Land Use and Land Use Change dynamics. IPCCs Work on Agriculture, Forestry, and Other Land Use (AFOLU). Climate Change. Computer Modelling. Global Change issues. Project management. Finance/budgeting Administration. Climate Change and Adaptation. PFMA, other Financial Management and associated prescripts. Technical and financial reporting. Public Service legislation. Departmental policies and procedures. Skills: Organising skills; Basic Facilitation skills; Communication skills; Computer literacy; Technical writing skills; Presentation skills; Project Management skills; Interpersonal skills; Analytical thinking; Networking skills. Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices; Experience seeing projects through the full life cycle. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination, and planning ability. Excellent verbal and written communication. Interpersonal, self-driven and approachable. Solutions-driven and proactive. Ability to work both independently and in a team; ability to work under pressure.

**DUTIES** : Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitate the development, review and alignment of exiting AFOLU sector policies, legislation and regulation that have an impact on national carbon sinks. Support the development of sectoral emission targets/carbon budgets/policies, measures, and instruments (carbon tax) to achieve emissions reductions for the AFOLU sector. Model/project and update emissions profile for the AFOLU sector and stratify by national and sub-national scale. Analysis and review of the AFOLU sector greenhouse gas inventory data. To co-ordinate and facilitate arrangements for stakeholder consultation in the AFOLU sector.

**ENQUIRY** : Mr. J Witi Tel No: (012) 399 9048  
**CLOSING DATE** : 05 June 2023

**POST 17/40** : **ASSISTANT DIRECTOR: PUBLIC ENTITY SUPPORT AND PERFORMANCE REF NO: ODG04/2023**

**SALARY** : R424 104 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF 6) in Public Management or relevant qualification. A minimum of three (3) years' relevant experience. Knowledge of public entity governance processes and procedures. Knowledge of the King (i, ii, iii & iv) reports and codes on good governance principles and presidential review on state owned entities. Knowledge of public service prescripts and procedure. Knowledge of strategic planning, budgeting, and financial management. Knowledge of project management and research methodology. Knowledge of procurement procedures. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Knowledge of monitoring

and evaluation systems and tools and corporate governance protocol. Knowledge of administrative procedures, HR management practices, legal issues, negotiations and dealing with conflict. Strong verbal and written communication skills. Interpersonal relations. Coordination skills. Organisational and planning. Presentation skills. Relationship Management. Stakeholder engagement. Electronic Records Management. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to interpret and apply policies, strategies, and legislation. Ability to work independently and in a team. Ability to work under extreme pressure. A valid driver's license.

**DUTIES** : Provide support in the facilitation and analysis of draft corporate plans, annual performance plans, quarterly performance reports and mid-year reviews of Departmental Public Entities in consultation with relevant Branches. Support to Directorate in the appointment of public entity Board members. Providing governance support regarding public entity. Support Directorate with the management of governance projects and related engagements undertaken with Public Entities.

**ENQUIRIES** : Ms Z Maistry Tel No: (012) 399 9117  
**CLOSING DATE** : 05 June 2023

**POST 17/41** : **ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT REF NO: FOM23/2023**

**SALARY** : R424 104 per annum  
**CENTRE** : Eastern Cape (Wilovale)  
**REQUIREMENTS** : Degree/National Diploma (NQF6) in Forestry or relevant qualification within the related field, coupled with a minimum of three (3) years relevant experience in Indigenous Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No.101 of 1998), management and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health, and Safety Act, PFMA, Treasury Regulations. Knowledge of Agricultural, Forestry, Microbiological, Biological, Geographical, Natural, Education, Botanical, Geological, Physical. Chemical, Hydrological, Soil, Ecological, Water Care and Environmental Sciences. Skills, People management and empowerment, financial management, Project and programme management, Communication skills (written and verbal), Leadership skills, Facilitation and negotiation skills, Planning and organizing. Honesty, Ability to work long hours, Ability to develop and apply policies. work individually and in team, work with difficult persons and to resolve conflict, Character beyond reproach, Articulate, Innovative and proactive. A valid driver's license.

**DUTIES** : Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Auditing of forests and implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some Indigenous forests. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Roads (e.g., management roads, tourist roads, etc.). Office buildings (e.g., offices, stores, gardens, staff houses, guest houses, ablution facilities etc.). Tourism facilities (Recreational facilities e.g., hiking huts, guest houses, camp sites, picnic sites, bird hides, etc.). Forest boundary beacons and fences. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Ensure presentations to visitors, schools, and communities. Promote indigenous tree planting and Arbor week. Promote, facilitate, and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighbouring farmers, communities, NGOs, and other stakeholders). Participate in biodiversity related forums and workshops. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols. Oversee the issuing of licenses and other relevant permits. Compile and submit monthly and quarterly reports (technical and support related e.g., work plans for PMDS). Develop an



Operational Plan for the estate. Manage human resources. Provide inputs into the development of internal standards and guidelines. Coordinate and manage booking for in hiking huts accommodation. Inputs on the formulation of policies and regulations.

**ENQUIRIES** : Mr. K Ncisana at 082 881 2300  
**CLOSING DATE** : 05 June 2023

**POST 17/42** : **SENIOR FORESTER: WOODLANDS & INDIGENEOUS FOREST MANAGEMENT REF NO: FOM24/2023 (X8 POSTS)**

**SALARY** : R359 517 per annum  
**CENTRE** : Eastern Cape  
**REQUIREMENTS** : Degree/National Diploma (NQF6) in Forestry/ Nature Conversation or any degree relevant qualification. The applicant should have a minimum experience of two (2) years in indigenous forest management or related field. Knowledge of all relevant acts such as National Forests Act (NFA), National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Public Service Act (PSA), Public Finance Management Act (PFMA). Knowledge of the forest management sector, computer skills, people management, leadership skills, planning and organising, financial management and a valid driving license (Code B).

**DUTIES** : Implementation of the infrastructure maintenance plan within the forest estate which deals with the following: Maintenance of forests roads, official buildings (e.g., offices, stores, gardens, staff houses, ablution facilities, hiking huts, camp sites, picnic sites, etc.) Maintenance of Forest boundary beacons and fences. Assist in preservation of forest biodiversity to ensure the continued livelihood within the forest estate, assist in the development and implementation of the management plan for the forest estate, which deals with the following: rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of the National Forest Act, 1998 (Act No. 84 of 1998), as amended and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), as amended. Recording and monitoring and recording of rare, threatened, and endangered species, Implementation of invasive alien plant control, implementation of the PCI&S framework. Management of woodlots associated with some indigenous forests. Promote environmental awareness and manage relationships with all affected stakeholders: Presentations to visitors, schools, and communities. Capacity building of local communities in forest related legislations. Promote, facilitate, and monitor forest access by users and visitors. Promote tree planting and relevant environmental campaigns. Manage risk and security aspects of the forest estate. Staff supervision.

**ENQUIRIES** : Mr. Sahula Cell: 066 328 7920  
**CLOSING DATE** : 05 June 2023

**POST 17/43** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM23/2023**

**SALARY** : R310 767 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Degree/National Diploma (NQF6) in Environmental Management/ Natural Sciences or Environmental Sciences coupled with minimum of one (1) year appropriate/ recognizable experience in natural science after obtaining the relevant qualification. Knowledge of the Marine Living Resources Act and other environmental legislation related to aquaculture development and monitoring. Knowledge of environmental management principles, environmental monitoring and environmental compliance for aquaculture development. Understanding of Environmental Impact Assessment and the impact of aquaculture development on the environment and vice-versa. Knowledge of administrative procedures and database development and management. Knowledge and experience in Project Management and contract management. A valid driver's license.

**DUTIES** : Implement integrated coastal and inland fisheries management by providing inputs into the process of developing guidelines, risk assessment and designating Aquaculture Development Zones (ADZ). Draft technical project terms of references, serve on bid committees, review technical project reports and arrange and attend meetings, develop guidelines and review when necessary for environmental monitoring required within the ADZs. Provide technical inputs and advisory services for integrated environmental

management related to aquaculture. Make contributions during amendment of environmental legislation, applicable legislation reviews and ensure that these amendments are noted. Provide support to facilitate integrated pollution and waste management for aquaculture farms. Provide technical support given in the form of written contributions to the annual yearbook and dissemination of posters and brochures. Perform administrative and related functions. Compile monthly technical reports related to ADZs for the Sub-directorate in terms of environmental monitoring, including challenges/blockages, where applicable to be addressed. Provide technical inputs into funding of environmental monitoring projects for aquaculture and/or ADZs, including exploring avenues for external funding of programmes and projects.

**ENQUIRIES** : Ms Fatima Daya Tel No: (021) 430 7006  
**CLOSING DATE** : 05 June 2023

**POST 17/44** : **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: CFO24/2023**

**SALARY** : R294 321 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Degree/National Diploma (NQF6) in Accounting or Financial Management or relevant equivalent qualification within related field with a minimum of one (1) year experience or related field. Knowledge of financial management, accounting, and business practices. Knowledge of strategic planning and budgeting. Experience of Transversal Financial Systems BAS, LOGIS and PERSAL. Knowledge of relevant policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA). Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Ability to work individually and in teams and work with difficult persons and to resolve conflicts and work under pressure. Ability to apply policies, strategies and legislation, sense of responsibility and loyalty. Good interpersonal relations skill. Ability to work long hours voluntarily.

**DUTIES** : To ensure that travel and subsistence claim and advances, overtime and other PERSAL- related transaction are accurate and processed effectively and efficiently in terms of Departmental and procedures. Receive T&S claims documents, do initial check and populate the documents on S&T register. Distribute work to capturers. Check and verify the T&S documents before sending for authorisation. Ensure that monthly T&S report is complete and accurate. Ensure that BAS and Logis creditor payments are accurate and processed effectively and efficiently in terms of Departmental policies and procedures. Receive payment documents and do initial check. Check and verify payments docs before authorization by ensuring compliance to PFMA, Treasury Regulations, all policies, and financial delegations. Ensure compliance to Treasury Regulations 8.2.3. Complete BAS/Logis creditors report. Ensure the effective administrative support to coastal regions. Ensure the reconciliation of payment is complete. Respond to payment queries both verbal and written. Monitor the capturing of entities on BAS as per National Treasury. Ensure suppliers are verified and captured on BAS.

**ENQUIRIES** : Ms A Mapeling at 074 385 3633

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 02 June 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 sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://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). When applying through the online system, applicants are required to attach copies of all qualifications including National Senior Certificate/Matric certificate/equivalent/ID, etc., however, these documents need not be certified at the point of application, but certification will be required prior to attending the interview. 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. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

- POST 17/45** : **ASSISTANT DIRECTOR: ELECTRONIC INFORMATION SYSTEMS OFFICER REF NO: ASD-EISO/IS/2023-04/1P**  
ICT Security
- SALARY** : R424 104 per annum (Level 09), (basic salary)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate three-year National Diploma/ B Degree/ BTech or equivalent 3 - year qualification (minimum NQF 6 with at least 360 credits) in Computer Science, IT Information Systems coupled with a minimum of three years' experience (ideally four years) within the relevant Communication Technology / Information Security / ICT / Cyber Security field. Knowledge of Understanding firewalls, proxies, SIEM, antivirus and IDS concepts. Knowledge of Security solution testing and implementation. Knowledge of Information Security monitoring and evaluation. Knowledge of Software imaging and standardization. Knowledge of Information Security Rules and Regulations e.g. Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPI). Protection of Access to Information (PAIA). Electronic Communications and Transactions Act. Knowledge of National Archives legislation, prescript and regulations. Report writing skills. Time management. Presentation skills. Communication skills (verbal and written) with the ability to communicate at all levels. Decision making skills. Troubleshooting & problem solving. Organisation and coordination. Customer oriented. Teamplayer. Ability to build strong network relationship. Work independently. Persuasiveness. Integrity. Multi focused. Reliability. Stress coping ability. The applicant is encouraged to attach supporting documentation such as ID, all qualifications and driver's license (where applicable) – no need to be certified - as this assists in the turnaround time of the recruitment process.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Implement secure protocols: Acts proactively to prevent potential disaster situations by ensuring that proper protections are in place, such as Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), Firewalls properly configured. Ensure that the network infrastructure (devices) operating systems and /or firmware is up to date and backups are performed regularly. Evaluate security incidents and determines the response, if any is needed and coordinate. Deploy detection and prevention tools to thwart malicious hacks (e.g. phishing attempts). Monitor network and application performance to identify irregular or regular activities (eg. usage and misuse cases). Work together with the network security and antivirus teams to perform or carry out health checks of security devices and systems at regular intervals. Educate or advise the user community upon violation or misuse of company resources. Consult with service providers, application owners and help to define and or update processes, rules and policies for antiviruses, malicious code prevention as required. Provide monthly status feedback or update in the form of written reports highlighting coverage, the currency of updates, trends, progress etc. Sensitize the ICT Security management about potential ICT risk and vulnerabilities for dissemination to business. Assist or lead in the development of appropriate solutions and monitor the successful implementation thereof. Work with the business to assess computing needs and security requirements. Revision of email and internet policies to be aligned with ever changing IS/ICT landscape. Coordinate security awareness activities and initiatives designed to influence employee behavior: Participate in operational planning and regularly report about status of operations and projects. Plan and implement initiatives to monitor employee behavior in terms of compliance with information security policies and standards. Participate in the administrative processes of the division. Assist in the development of security policies, standards and best practices for the GPAA information Security (help set and maintain security standards).
- ENQUIRIES** : Courtney Usher Tel No: (010) 449 5000 (from Gijima) or Felicia Mahlaba Tel No: 012 319 1455
- APPLICATIONS** : It is mandatory to apply on the following URL <https://applybe.com/gijima/search/results/> with a comprehensive CV and new Z83 signed attached. Follow all steps.
- NOTE** : The purpose of the role is to assist with assessment, development and implementation of programs and controls set in place to preserve the integrity and security of sensitive data and information stored and processed by various

network systems. One permanent position of Assistant Director: Electronic Information Systems Officer is currently available at the Head Office.

- POST 17/46** : **OFFICE SUPERVISOR: UMTATHA SATELLITE OFFICE REF NO: OS/URO/CRM/2023/02-1P**  
Client Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08), (basic salary)  
: Umthatha  
: An appropriate Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) with three (3) years appropriate experience in the Client Relations environment and/or combined with Employee Benefits Administration experience of which one (1) year include supervisory experience. 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 spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services & products. Geographical knowledge of the region applying for. Good analytical skills. Good customer relations. Problem solving skills. Presentation skills. Communication skills (verbal and written) with the ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. The applicant is encouraged to attach supporting documentation such as ID, all qualifications and driver's license (where applicable) – no need to be certified - as this assists in the turnaround time of the recruitment process.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor and resolve queries within CRM referred from front line service points/mobile office within Service Level Agreements: Ensure follow-ups and finalization of enquiries referred to other business units, within the agreed time frames. Ensure that emails, web queries, posted queries/courier services, faxes are responded to within allocated time frame. Provide further information from other business units required to resolve inquiries. Ensure completion of the updating on the systems. Resolve queries and complaints escalated by CSA. Monitor quality of service provided by CSA's. Compile report and give feedback to the relevant stakeholders/clients: Compile and edit reports. Assist with the annual audit. Report on activities within back office or mobile office. Check and update consolidated/escalation enquiries and complaints. Provide and monitor Client Liaison Services within the office: Interact with other departments on outstanding queries. Provide relationship management on any changes happening in the various business units. Provide/request feedback to various stakeholders via emails or telephone on / for outstanding information as well as on finalized cases. Manage the administration of documents received. Ensure that all documents are scanned and indexed. Provide administrative support at outreach initiatives. Supervision of the staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.
- ENQUIRIES** : Application enquiries: Destiny Penniken Tel No: (011) 883 5035  
General enquiries: Ismael Radebe on Tel No: 012 399 2299
- 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 oversee and implement the administration of client's services at provincial/branch/mobile office. One permanent position of Office Supervisor is currently available at the Government Pensions Administration Agency: Client Services Section – Umthatha Satellite Office.

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
- CLOSING DATE** : 05 June 2023 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management 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. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- ERRATUM:** Kindly note that the closing date for the three SMS posts namely; Director: ICT Security, Governance, Risk and Compliance Ref No: (GPW23/31); Director: Applications Management Ref No: (GPW23/32); Director: Enterprise Portfolio Management Office Ref No: (GPW23/33) that were advertised in Public Service Vacancy Circular 15 dated 05 May 2023 with closing date of 22 May 2023, has been extended to 05 June 2023.

**OTHER POSTS**

- POST 17/47** : **ASSISTANT DIRECTOR: GENERAL LEDGER MANAGEMENT REF NO: GPW 23/49**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma/Degree at NQF 6/7 in Financial Accounting/Administration. Minimum of three-five (3-5) years' experience in a

		financial accounting environment of which at least 2 years should be in a supervisory role.
<b><u>DUTIES</u></b>	:	Ensuring the preparation and processing of financial transactions. Assist with the development and maintenance of financial accounting processes and procedures. Ensure that financial procedures and methods in the Division are in line with sound financial systems, practices and processes, compliant with relevant legislation and meet principles of international best practices. The analysis and evaluating of complex financial information. Provide information and assist with audit queries. Assist with the implementing of corrective action on auditors' findings and recommendations. Ensure statutory returns (e.g. VAT) are accurate for sign off of the Manager. Oversee General Ledger Implementation and managing internal controls. Ensuring the accurate performing of general ledger functions inter alia, the following up of unreconciled transactions, the processing of entries from clearing accounts in the Division. Authorise actions in line with delegations and monitor that bank reconciliation is done monthly and all financial transactions are allocated correctly to the relevant cost centres. Prepare and review general journals along with relevant backup documentation. Manage the filing of all journals and other relevant general ledger documentation. The compiling of financial statements and reports. Compile and submit accurate monthly and other statements as required on time. Monthly reporting done accurately and timeously according to departmental and Treasury requirements. Developing of policies and procedures. Assist with the developing and review of policies and procedures in the Division.
<b><u>ENQUIRIES</u></b>	:	Ms H Curlewis Tel No: (012) 748 6244
<b><u>POST 17/48</u></b>	:	<b><u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: GPW 23/50</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Pretoria National Diploma (NOF6) in Labour Relations/ Labour Law/ Human Resources. Minimum 3 years' relevant functional experience in the human resources/labour relations environment. Exposure to departmental bargaining chamber and dispute resolution procedure to collective bargaining. Valid Driver's licence and willingness to travel are essential. Knowledge and understanding of public service policies and procedures. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act. Skills and competences: Effective communication skills (Verbal and Written); Team building skills; interpersonal skills; leadership and management skills; conflict and knowledge management skills; analytical thinking skills; computer skills.
<b><u>DUTIES</u></b>	:	Represent the GPW at the Departmental Bargaining Chamber (DBC); Advise department on collective bargaining matters; Liaise with trade union on matters of mutual interest; monitor and ensure compliance with legislation, regulations, policies and procedure within the GPW; Develop and implement a database of all trade union representatives; Develop, implement and review Employee Relations strategies and policies; Facilitate training and advocacy on Labour relations matters ;Advise management on procedure to be followed during strike action ; Ensure the taking of minutes during multilateral meetings and ensure inputs are addressed accordingly; Render the secretariat function for the Departmental Bargaining Chamber and other related labour relations structures; Ensure proper mandates are obtained from principles prior to the collective bargaining process; oversee of follow-up actions on decisions and executing of decisions taken ; Monitor and evaluate the Labour trends within the GPW ;Provide collective bargaining support and general support on compliance for reporting to stakeholders ;Administer and provide the administrative support in respect of collective bargaining.
<b><u>ENQUIRIES</u></b>	:	Ms. L Maswanganyi Tel No: (012) 748 6266
<b><u>POST 17/49</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: GPW 23/51</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Pretoria National Diploma (NOF6) in Labour Relations/ Labour Law/ Human Resources. Minimum 3 years' relevant functional experience in the human resources/labour relations environment. Knowledge and understanding of public service policies and procedures; mediation and arbitration. Understanding of Public Service Act, Public Service Regulations, Labour

Relations Act. Ability to work under no supervision, work under pressure, interpret & apply relevant legislation, regulations, resolutions & policies, develop and apply policies organise and plan under pressure, and collect and interpret information and reports. Valid Driver's licence and willingness to travel are essential. Skills and competences: Effective communication skills (Verbal and Written); Team building skills; interpersonal relations skills; leadership and management skills; conflict and knowledge management skills; analytical thinking skills; computer skills and report writing skills.

**DUTIES** : Investigate misconduct cases and compile investigation reports; Prosecute / Initiate disciplinary cases; Monitor precautionary suspensions; Facilitate the referral of appeals to the Appeal Authority Committee; Render advisory to management and employees on dispute prevention and resolution; Represent the Department at conciliation and arbitration; Investigate grievances, and facilitate conciliatory and/or mediatory meetings in resolving grievances; monitor and evaluate Labour Relations trend within the GPW; Facilitate training and advocacy on labour relations matters; Ensure compliance with relevant legislation, regulatory framework, and reporting requirements; Ensure compliance on capturing of cases on PERSAL; Compile electronic register for grievance, misconduct and disputes cases; Formulate Labour relations policies, procedures; Perform administrative and supervisory functions.

**ENQUIRIES** : Ms. L Maswanganyi Tel No: (012) 748 6266

**POST 17/50** : **ACCOUNTING CLERK: SALARIES AND PAYROLL REF NO: GPW 23/52**

**SALARY** : R202 233 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 with Accounting. An appropriate recognised National Diploma in Accounting, Financial Accounting or Public Finance will be an added as advantage. Knowledge of PERSAL will be an added advantage. Computer literate and strong in Excel. Analytical and numeracy skills. Good communication skills (both written and verbal). Planning and organizing skills. Problem solving and decision making skills. Interpersonal skills. Ability to work in a team. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

**DUTIES** : Process allowances and deductions on PERSAL. Process salary recalls, salary reversals and salary freezing. Collect payslips and payroll at Bureau Beta, sort according to pay-points and distribute. Administration of Payroll Reports. Assist with the monthly employees Tax Reconciliation, declaration and payments to SARS. Capture tax related transactions on PERSAL. Distribute employees IRP5s and re-issue duplicate IRP5s. Handle all service terminations and the transfer of employees to and from the department. Issue of Last Pay Certificate. Inter-departmental claims. Employees' debt management. Liaise and render salary advice to clients within and outside the Department.

**ENQUIRIES** : Mr S Manthata Tel No: (012) 748 6365



## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001, Hand delivered application may be submitted at Dr AB Xuma Building, 1112 Voortrekker Road, Pretoria Townlands 351-JR or should forwarded to: [recruitment@health.gov.za](mailto:recruitment@health.gov.za) quoting the reference number on the subject email.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 05 June 2023
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POSTS

- POST 17/51** : **ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCES REF NO: NDOH 19/2023**  
Directorate: Communicable Disease Control
- SALARY** : R578 367 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Biological Sciences / Health Sciences or Public Health. A Degree / Post-graduate qualification (NQF 7) in Biological Sciences, Communicable Diseases, Epidemiology or Public Health will be an advantage. At least three (3) years' experience in the relevant field (Biological / Health Sciences and Public Health). Knowledge of communicable diseases and their control as well as diagnosis and treatment of emerging, re-emerging and infectious diseases. Knowledge of epidemiology, policy development, implementation as well as monitoring and evaluation. Good communication (verbal and written), co-ordination, project management, planning, organization and computer (MS Office package) skills. Ability to work under pressure, independently and willingness to travel and work irregular hours. Valid driver's license.
- DUTIES** : Strengthen the control of communicable and neglected tropical diseases control (NTDs). Create community awareness on communicable diseases. Strengthen epidemic preparedness and response in line with International Health Regulators (2005) (IHR). Provide assistance in training of Provincial Outbreak Response Teams on public health emergency preparedness and in coordinating the implementation of IHR. Assist in formulation of policies and guidelines for communicable disease control.
- ENQUIRIES** : Ms TE Furumele Tel No: 012 395 8096
- POST 17/52** : **REGISTRY CLERK (PRODUCTION) REF NO: NDOH 20/2023**  
Directorate: Financial and Management Accounting
- SALARY** : R202 233 per annum, (plus competitive benefits)

- CENTRE REQUIREMENTS** : Pretoria  
: A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate. A qualification / certificate on records management will be an advantage. Experience in records management will be an added advantage. Basic 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. Basic knowledge of storage and retrieval procedures in terms of the working environment. Good communication (verbal and written), planning, organising, interpersonal relations, flexibility and computer skills (MS Office packages).
- DUTIES** : Handle incoming and outgoing correspondence. Sort the files and pay slip according to RFI'S request and forward requested information to Supervisors. Draw and safeguarding of salary files. Draw all salary files requested by officials within the Division: Salaries and keep follow up of return. Open new files for new appointment. Render an effective filing and record management service. File salary related documentations and binding of item analysis statement. Management of risk and audit queries. Update filing systems regularly and ensure safekeeping of information.
- ENQUIRIES NOTE** : Ms Gerda Koen Tel No: 012 395 8884  
: Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.
- POST 17/53** : **FINANCE CLERK (PRODUCTION) DEBTORS AND SALARIES REF NO: NDOH 21/2023 (X2 POSTS)**  
Directorate: Financial and Management Accounting
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum, (plus competitive benefits)  
: Pretoria  
: A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate. A Degree or Diploma (NQF 6) in Finance will be an advantage. Experience in government finance will be an added advantage. Basic knowledge of the PFMA, Treasury regulations and basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of the debt functionality on BAS as well as regulations procedures governing departmental debts. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, accuracy, planning, organising, numeracy and computer skills (MS Office packages). Ability to perform routine work and operate office equipment's
- DUTIES** : Recover departmental debts. Ensure that all journals are posted with correct allocations. Reconcile and clear suspense account. Clear salary related Suspense accounts and the reporting on a monthly, quarterly and annually basis. Make corrections on ledger accounts by passing a journal or payment. Process service terminations. Reverse salaries to update salary records. Calculate leave gratuity/overpayment. Reconcile income tax monthly and annually. Compile sundry payment and sign as a checker on the payment. Processing of financial transactions. Update the register with process transactions.
- ENQUIRIES NOTE** : Ms Gerda Koen Tel No: 012 395 8884  
: Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****(King Hintsa Technical and Vocational Education and Training (TVET) College)**

*The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.*

- CLOSING DATE** : 02 June 2023 @14:00, applications received after the closing date will not be considered.
- APPLICATIONS** : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

**OTHER POSTS**

**POST 17/54** : **MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: KHC2023/MISO**

**SALARY** : R359 517 per annum (Level 08)

**CENTRE** : King Hintsa TVET College-Central Office

**REQUIREMENTS** : Grade 12/NCV L4. Diploma/Degree in Information Technology/Information Management/Computer Science/Computing. Minimum of 3-5 years working experience in Data Management/ TVET MIS environment. Valid Driver's License. Knowledge of policies and environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge of PSET.

**DUTIES** : To be the first point of contact (first line support) for resolving MIS queries using ITS and liaising directly with college staff. Assist in end user training and supporting documentation. To document processes and procedures as required. Assist with data updates and maintenance in line with funding body regulations and guidelines to ensure college compliance. Support data validation using SQL Server Business Intelligence Reporting Services. Monitoring & Reporting on student numbers funded and current. Assisting in the configuration and administration of: Timetable; Curriculum; and registers including periods, class, room, and staff activities. Support Database Developer in Centralised Integrated Report System (CIRS) report maintenance. Maintaining and amending student Learning programmes through the Programme Change, Leavers, Progression, and Completion/achievement processes. Scheduling and reporting. Assisting with Exams administration including exam entry and amendment files, downloading / processing results and ensuring exams are run in accordance with DHET regulations. Administrative support to the MIS department. Enforcing College procedures. General administration duties. To undertake any other duties commensurate with the post.

**ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

**POST 17/55** : **IT TECHNICIAN REF NO: KHC2023/CS/ITT**  
Permanent  
Re-advertisement, candidates previously applied are encouraged to reapply

**SALARY** : R294 321 per annum (Level 07)

**CENTRE** : King Hintsa TVET College

**REQUIREMENTS** : Grade 12/NCV L4. Diploma/Degree in Information Technology, CompTIA N+, CompTIA S+ and Microsoft Certified Solution Engineer is compulsory.

- Minimum of 3 years' experience in IT server and networking environment. Unendorsed Valid Driver's License.
- DUTIES** : Good understanding of SCCM and Windows Server 2019. Good understanding of MS Windows 10 as well as the MS Office suite. Excellent diagnostic and problem-solving skills. Excellent communication ability and be able to function autonomously. Outstanding organizational and time-management skills. In depth understanding of diverse computer systems and networks. Good knowledge of internet security and data privacy principles.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
- POST 17/56** : **DESCRIPTION: TRANSPORT OFFICER REF NO: KHC2023/FAC**  
Permanent
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : King Hintsa TVET College  
**REQUIREMENTS** : Grade 12/NCV L4. Diploma/Degree in Management, Public Management, Business Management with 3 years relevant experience in the Logistical and Transport environment. A valid driver's license. Skills and Competencies: Knowledge of Transport and Travel policies administrative delegations and prescripts. Leadership skills, Analytical skills; Good Financial Management; Computer literacy. Communication skills (written and verbal); Report writing skills; Problem solving skills; Planning and organising skills. Application and interpretation of legislation. Ability to work under pressure.
- DUTIES** : Provide day to day management of vehicles in terms of usage and maintenance. Ensure log sheets are controlled and completed for all trips. Keep maintenance schedules and coordinate maintenance requirements. Compile accidents reports and make follow ups. Manage travel arrangements. Handle queries and liaise with different departments/units on fleet vehicles and travel related issues. Ensure verification of travel documents and issuing of order numbers. Manage processing of payments timeously. Verify the authenticity, accuracy and correctness of invoices of services rendered. Supervision of College Drivers. Ensure traffic fines are processed. Manage the budget and administrative related services of the section. Monitor compliance to Transport and Travel Policies and advise accordingly.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
- POST 17/57** : **LAB ASSISTANTS REF NO: KHC/2023/LA DUT, KHC2023/LA WIL (X2 POSTS)**  
Permanent  
(Re-advertisement, candidates previously applied are encouraged to reapply)
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : King Hintsa TVET College  
**REQUIREMENTS** : Grade 12/NCV L4. Diploma in Information Technology, CompTIA N+, CompTIA A+, Microsoft Certified IT Professional and Valid Driver's License will be an added advantage. Minimum of 1 year experience. Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge and experience in configuring desktop computers and Local Area Networks for Dutywa and Willowvale Campuses.
- DUTIES** : Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

- POST 17/58** : **DEBTORS CLERK REF NO: KHC/2023/F/DC**  
Permanent
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: King Hintsa TVET College  
: Grade 12/NCV L4 or Equivalent. Minimum of 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.
- DUTIES** : Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification, and approval (internal control), Process invoices (e.g., Capture payments), Collect cash, receive and capture cash payments as well as file all documents. Perform Salary Administration support services inclusive but not limited to: Receive salary advice, Process advice (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services: Capture financial transaction, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
- POST 17/59** : **LAB ASSISTANT: WITH REF NO: KHC2023/LA CEN**  
Permanent  
(Re-advertisement, candidates previously applied are encouraged to reapply)
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: King Hintsa TVET College-Central Office  
: NCV Level 4/Grade 12, Diploma in Hospitality/Culinary/Cookery/Hotel and Catering Management/Nutrition/Food Science/Food Service Management or any relevant qualification in Hospitality. Must have at least three years of work experience in a Hospitality industry. Having hotel experience in banqueting or food and beverage, L3 First Aid Burns, and knowledge of HACCP would be an added advantage. Hotel experience would be an added advantage. Must have some computer knowledge. Must have knowledge of culinary arts.
- DUTIES** : Must be able to assist in the development and issuing of appropriate recipes. Must have effective communication skills. Must be able to show enthusiasm, take initiative, have organizational skills and supervisory abilities. Must monitor and ensure proper care and security of all Culinary Arts resource materials and equipment. Must be able to work outside regular working hours. The Lab Assistant is responsible for maintaining high quality instructional support, help maintain a safe kitchen environment and ensure the proper care of all culinary arts kitchen equipment and its essentials. In addition, the Lab Assistant will oversee the daily operations of the Culinary Arts Kitchen Labs. Work closely with the Culinary Arts lecturers in the preparation of laboratory teaching aids. Assist the Culinary Arts students as directed by the lecturers with the development of appropriate instructional materials. Assist in maintaining of food product inventory and the culinary arts garden. Monitor Culinary Arts Kitchen Labs to ensure proper care and security of all materials and equipment. Assist the Culinary Arts lecturers with the supervision of students in the Culinary Arts kitchens. Ensure that all teaching materials and equipment are available for class use. Organize Culinary Arts Kitchen by taking inventory of materials, groceries, supplies and equipment which are available for students and lecturers. Under supervision of Program head, assist with the special needs of students. Participate in professional development activities offered by the department and/or by the campus. Work a flexible schedule as determined by activities of the campus. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing food products for student kitchen activities and submit required receipts and accounting documents promptly. Follow the academic calendar and other policies and procedures adopted by the Academic development committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform any other duties assigned by the superior.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

<b><u>POST 17/60</u></b>	:	<b><u>ADMINISTRATION CLERK (FINANCE) REF NO: KHC/2023/05/OP03</u></b> (3 Years' Contract)
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05), with 37% lieu of benefits
<b><u>CENTRE</u></b>	:	King Hintsa TVET College-Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12/NCV L4. Minimum of 1 year experience in Finance environment will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations.
<b><u>DUTIES</u></b>	:	Assist with project reconciliation for Occupational Programmes. Assist with the payment of learner stipends. Assist with the processing of procurement for Occupational Programmes. Issuing of invoices to funders and follow up on their payments. Proper filing of project documents for Audit purposes. Sourcing of quotations as per National Treasury Guidelines. Receive and assess quotations to ensure that they comply with the minimum requirements and procedures of SCM Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Prepare request for invoices to Funders and follow up on their payments. Perform other duties as delegated by the Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<b><u>POST 17/61</u></b>	:	<b><u>GENERAL WORKER REF NO: KHC/2023/01/TEK</u></b> Permanent
<b><u>SALARY</u></b>	:	R125 373 per annum (Level 02)
<b><u>CENTRE</u></b>	:	King Hintsa TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 10/STD 8 or any relevant equivalent certificate with at least one-year experience as a General Worker. Any Technical Skill will be an added advantage.
<b><u>DUTIES</u></b>	:	Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing, and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.
<b><u>ENQUIRIES</u></b>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<b><u>POST 17/62</u></b>	:	<b><u>GENERAL WORKER REF NO: KHC/2023/05/OP04</u></b> (3 Years Contract)
<b><u>SALARY</u></b>	:	R125 373 per annum (Level 02), with 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	King Hintsa TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 10/STD 8 or any relevant equivalent certificate with at least one-year experience as a General Worker. Any Technical Skill will be an added advantage.
<b><u>DUTIES</u></b>	:	Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing, and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.
<b><u>ENQUIRIES</u></b>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 02 June 2023

**NOTE** : Applications must be sent to the correct address specified at the bottom of the position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

## MANAGEMENT ECHELON

**POST 17/63** : **CHIEF DIRECTOR: SECURITY SERVICES REF NO: HRMC 30/23/1**  
Branch: Counter Corruption and Security Services  
Chief Directorate: Security Services

**SALARY** : R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office, Pretoria  
An undergraduate qualification in Security Studies / Security Management / Defence Studies / Police Science / Policing at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level, specifically within a Security and Counter Corruption environment. Knowledge of the Constitution of South Africa. Knowledge of Access Control Act, National Key Point Act as amended by the Protection of Critical Infrastructure Act, National Key Point Regulations, PSIRA Act, PSIRA Standards, Minimum Security Standards (MSS) and Minimum Physical Security Standards (MPSS). Knowledge and understanding of legislative and regulatory frameworks on Public Service, Departmental Core Business Security and Counter Corruption matters. Knowledge and understanding of principles of finance and

components involved in contract management. Knowledge and ability to provide advisory services by establishing and ensuring that all security structures and committees are in place and are functional and effective. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Honesty and integrity. Change, programme and project management. Knowledge and information management. Excellent communication skills. Problem solving and analysis. Presentation and report writing skills. Influencing and networking. Conflict management. Policy development. Diplomacy. A valid driver's license, willingness to travel (international) and extended working hours may be required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and manage the implementation of the strategy of the security services in the Department. Oversee and manage the identification and analysis of criminal trends, and security risk in processes, systems facilities or structures that contribute to irregularities or unlawful conduct or bridges. Oversee and manage the development and preventative strategy or measures in order to mitigate identified trends and risk. Oversee and manage the implementation of operations of the vetting services and functions across the Department. Oversee and manage development of identified policies and procedures in conjunction with the policy and strategy within the Unit. Provide strategic leadership and direction to the Chief Directorate. Develop, implement business plan for effective prioritisation and resource planning to meet the strategic objectives. Manage and ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Manage human, financial and physical resources within the Unit. Manage and implement strategic objectives and innovation within the Department.

**ENQUIRIES**

: Ms C Mocke at 082 301 8580

**APPLICATIONS**

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: E-mail: [ccrecruitment@dha.gov.za](mailto:ccrecruitment@dha.gov.za)



**DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION**

*The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 09 June 2023. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - [www.dirco.gov.za](http://www.dirco.gov.za). For other relevant information and how to apply, kindly visit the Department's website ([www.dirco.gov.za](http://www.dirco.gov.za)) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted SMS 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), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. 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 link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme> ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 17/64** : **CHIEF STATE LAW ADVISOR (INTERNATIONAL LAW)**  
Office Of the Chief State Law Advisor (International Law)
- SALARY** : R1 590 747 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an LLB degree, which includes a course in Public International Law A Master's degree in Public International Law will serve as an advantage. A minimum of ten years' post-qualification and applicable litigation and advisory experience in the legal field, of which at least five years should have been in the application of International Law. Extensive knowledge of law, including International Law, legislation applicable to the Public Service and knowledge of court rules and practices. Proven ability to draft comprehensive and well researched legal opinions. Admittance as an Advocate of the High Court of the Republic of South Africa. At least 5 years of experience at Senior Management level. Certificate for entry into the Senior

Management Service obtained from the National School of Government. Competencies: Knowledge and understanding of relevant public service wide legislation Knowledge and understanding of all acts and regulations administered by the Department Extensive knowledge of both international and domestic law Extensive knowledge of international and domestic court procedures Knowledge of South Africa's foreign policy Knowledge and understanding of National policies and prescripts Strategic Capability and Leadership Financial Management People Management and Empowerment Client Orientation and Customer Focus Change Management Knowledge Management Service Delivery Innovation Policy analysis and development.

**DUTIES** : Provide legal advice on international law to all State Departments in national, provincial, and local sphere of Government and other organs of state. Provide legal advice on domestic law to the Department. Manage litigations by and against the Department in South Africa and abroad Act as a custodian of international agreements that South Africa is a party and manage legal library collection. Participate in international negotiations To supervise/conduct litigation on behalf of the DIRCO and Government Maintain the contingent liability register for the Department. Draft acts, amendment acts, and regulations administered by the Department of International Relations and Cooperation (DIRCO) Manage the overall performance of the Office of the Chief State Law Advisor (IL) and participate in corporate governance Manage financial resources Manage and control the budget Authorise and control expenditure Ensure no irregular, fruitless and wasteful expenditure is incurred Ensure compliance to all financial and procurement policies and procedures Provide leadership and manage human resources Manage work distribution and ensure employees are properly trained and utilised Implement performance management and development processes and apply formal disciplinary actions Represent the Chief Directorate in departmental governance structures and process to contribute to improved governance.

**ENQUIRIES** : Mr J Matji Tel No: (012) 301 8764

**APPLICATIONS** : Please e-mail your application to [cslail23@dirco.gov.za](mailto:cslail23@dirco.gov.za)

**POST 17/65** : **DIRECTOR: OPERATIONAL COMPLIANCE & FORENSIC AUDIT**  
Chief Directorate: Internal Audit

**SALARY** : R1 105 383 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Internal Auditing or Accounting or Forensic Auditing fields or equivalent relevant qualification (NQF Level 7) is compulsory; A Certified Internal Auditor (CIA) or a Chartered Accountant (CA(SA)) or a Certified Fraud Examiner (CFE) or other relevant Internal Audit certification will serve as an advantage. At least five (5) years' experience in middle management level (i.e., Deputy Director in Government or Manager in Private sector) in Internal Audit or External Audit is compulsory; Registration and/or membership with a relevant professional organization such as, the Institute of Internal Auditors of South Africa (IIASA) or South African Institute of Chartered Accountants or Association of Certified Fraud Examiners is compulsory; A Certified Internal Auditor (CIA) or a Chartered Accountant (CA(SA)) or a Certified Fraud Examiner (CFE) or other relevant Internal Audit certification will serve as an advantage. Competencies: Knowledge of Forensic audits/investigations, internal auditing and accounting principles and business practices. Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the institute of Internal Audit; Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations; Strategic management and leadership capabilities; Good communication (both verbal and report writing) Problem solving, sound research, analytical, auditing and presentation skills; Ability to apply policies, gather and analyse information, and work under pressure and long hours. People Management and Empowerment; Client Orientation and Customer Focus; Change Management; Knowledge Management; Service Delivery Innovation.

**DUTIES** : Manage, plan and prepare Operational, Compliance and Forensic audits systems and framework. Manage and execute Forensic auditing and management consulting services Manage and execute Operational

compliance and management consulting services. Manage the overall performance of the Directorate and participate in Corporate Governance Provide management support on the facilitation and coordination of internal audit services within the Department; Develop a three-year risk-based strategic internal audit plan and annual internal audit plan; Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan; Manage and coordinate planning and execution of internal audits; Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices; Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits; Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure; Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit Committee; Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines; Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function; Monitor adherence to internal audit standards and procedure. Facilitate the Audit Committee functions.

**ENQUIRIES** : Mr J Matji Tel No: (012) 301 8764  
**APPLICATIONS** : Please e-mail your application to [dircofa23@dirco.gov.za](mailto:dircofa23@dirco.gov.za)

**POST 17/66** : **DIRECTOR: VETTING FIELDWORK AND INTEGRITY MANAGEMENT**  
 Branch: Corporate Management

**SALARY** : R1 105 383 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract.

**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a SAQA recognised NQF level 7 qualification in Social Science or related fields At least 5 years' experience at middle/senior managerial level in Vetting Fieldwork and Integrity Management fields A valid Top-Secret security clearance A valid driver's license Short course in analysis and conflict management will be an added advantage  
 Competencies: Knowledge and understanding of relevant Public Service Legislation: Public Service Act, 1994 as amended & Amendment Act 30 of 2007, Regulations, 2001 as amended Public Administration- & Management Act 1999 and Treasury Regulations Prevention and Combating of Corruption Activities Act 2004 Knowledge and understanding of: The National Vetting Strategy in the Public Service Public Service Integrity Management Framework Knowledge and understanding of SA foreign policy Strategic Capability and Leadership Financial Management People Management and Empowerment Client Orientation and Customer Focus Change Management Knowledge Management Service Delivery Innovation Planning and Organising Decision Making Problem Solving Interviewing and Investigation.

**DUTIES** : Manage the execution of fieldwork investigations within the Department Develop, manage, and implement policies, guidelines norms and standards in vetting and investigations for security clearance levels Manage resources projects and files Implement the public service integrity management framework in the department Manage the overall performance of the Directorate and participate in Corporate Governance.

**ENQUIRIES** : Mr J Matji Tel No: (012) 301 8764  
**APPLICATIONS** : Please e-mail your application to [dirvfim23@dirco.gov.za](mailto:dirvfim23@dirco.gov.za)

**POST 17/67** : **DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT**  
 Re-advertisement and applicants who applied previously must re-apply.

**SALARY** : R1 105 383 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension

**CENTRE  
REQUIREMENTS**

Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

: Pretoria

: An undergraduate qualification (NQF level 7) in ICT or related field as recognised by SAQA ITIL / CoBIT certification Certification in ICT networking, Telephone and Server environment 5 years of experience at middle / senior management in Infrastructure Management environment. Experience in the networking, server and telephony environment will be and added advantage

Competencies: Understanding of Legislative Framework governing the Public Service e.g., Electronic Communications and Transactions (ECT) Act; SITA Act 28 of 2002; Protection of Personal Information (POPI) Act; Public Service Act, 2017; Public Service Regulations, 2016; PFMA 1999 Employment Equality Act 1998 and MISS Knowledge of Information Management best practices such as Information System Audit and Control Association (ISACA) Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework (CGICTPF) Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF); Knowledge of the Voice over IP infrastructure, server environment, Business Continuity and Applications support Knowledge of ICT infrastructure management tools Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Problem solving Analytical thinking Diplomacy Financial management skills People Management and Empowerment Communication (written, verbal and computer literacy) Strategic Capability and Leadership Client Orientation and service delivery innovation Policy analysis and Development Stakeholder relations and management Computer literacy Negotiation skills Participative management Planning and Organising Time Management.

**DUTIES**

: Manage and monitor the utilisation of the ICT infrastructure Management of Server, Network and Telephony environment at Head Office & Missions

: Manage and monitor continuous service improvement Manage the overall performance of the Directorate and participate in Corporate Governance

**ENQUIRIES  
APPLICATIONS  
NOTE**

: Mr Jan Matji Tel No: (012) 301-8764

: Please e-mail your application to [dirictim23re@dirco.gov.za](mailto:dirictim23re@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 JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	05 June 2023
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> , 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. <b>ERRATUM:</b> Please note that the following posts advertised on Public Service Vacancy Circular 16 2023 dated 12 May 2023, were erroneously indicated, the correct salary scales are as follows: (1) Internal Auditor: Computer Audit & Decision Support: Ref No: 23/50/IA (Post No: 16/72), salary notch: R359 517 – R420 402, (2) Principal Court Interpreter: Ref No: 35/23/LMP (Post No: 16/73), the salary notch: R359 517 - R420 402, (3) Administrative Officer: Ref No: 37/23/NC/SA (Post No: 16/71), salary notch R359 517 – R420 402, (4) Estate Controllers: (X4 Posts): Ref No: 61/23EC, Ref No: 35/23/NC/MAS and Ref No: 2023/52/MP (Post No: 16/82), salary notch: R228 915 (5) Maintenance Officer: MR1-MR5 (X2 Posts): Ref No: 55/23EC and Ref No: 56/23EC, (Post No: 16/82) salary notch: R228 915 – R1 005 801. We apologize for any inconvenience caused in this regard.

## MANAGEMENT ECHELON

<b><u>POST 17/68</u></b>	:	<b><u>DIRECTOR: FAMILY ADVOCATE (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: Bloemfontein Ref No: 23/65/CS (X1 Post) Kimberley Ref No: 23/66/CS (X1 Post) Mahikeng Ref No: 23/67/CS: Mahikeng (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal qualification as recognized by SAQA; At least 5 years' appropriate post qualification litigation experience of which 5 years must be at middle/senior managerial level; Admittance as an Advocate/Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Foundations of South African law, South African private law, Constitutional law, evidence and African Customary Law, Muslim Personal Law, Private International Law, the South African legal system, legal practices and related spheres with specific reference to civil litigation the law relating to children, the Constitution, the Prescription Act, the State Attorney Act; Knowledge of Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act,; Extensive

knowledge of all local and international legislation that regulates protection of children; Knowledge of Public Finance Management Act (PFMA), Public Service Regulations and Acts, Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Knowledge and experience in Office Administration. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Good interpersonal relations and communication skills.

- DUTIES** : Key Performance Areas: Manage and coordinate the provisioning of Family Advocate services; Manage and monitor the implementation of the Hague Convention of Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : Separate application must be made quoting the relevant reference number

#### **OTHER POSTS**

**POST 17/69** : **DEPUTY DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: 23/62/HR**

**SALARY** : R811 560 – R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Management Services/Operations Management/Industrial Engineering; A minimum of 3 years' experience in Organisational Development environment at managerial (Assistant Director) level; Knowledge of Job Evaluation Business Process Management and Organisational Design; Knowledge and understanding of the Public Service statutory frameworks; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Team leadership; Change management.

**DUTIES** : Key Performance Areas: Manage, develop and review of organizational structures and systems; Manage the alignment and maintenance of functional post establishment; Manage and facilitate the development of business processes Management; Manage and develop norms and standard for departmental operations; Manage and facilitate the conducting of job analysis and evaluation process; Manage and facilitate the development and review of job descriptions; Provide effective people management.

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

**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.

**POST 17/70** : **DEPUTY DIRECTOR: SYSTEM MANAGEMENT REF NO: 23/64/ISM**

**SALARY** : R811 560 – R952 485 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience in ICT application development, support and maintenance environment at managerial (Assistant Director) level; Knowledge and understanding of ICT policy development, ICT Planning and monitoring framework; Knowledge of ICT Operations/Service management, System Development Lifecycle, Information Systems and Project Management; Experience in various software development framework, techniques, Database Management System and application release management; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Diversity management; Interpersonal relations and conflict resolution; Planning and organising skills; Problem solving and decision making skills; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the maintenance of Business Applications; Facilitate the development of Business Applications; Facilitate the functional support of Business Applications; Facilitate the enhancements of Business Applications; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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.
<b><u>POST 17/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/VA43/NW</u></b>
<b><u>SALARY</u></b>	:	R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office - NW
	:	A Degree or National Diploma Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years' experience in Security Management at supervisory level; A valid driver's license; Knowledge of the MISS document of 1998; Control of access to public premises and vehicle Act. 1985 (Act No:53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Good interpersonal relations; Accuracy and attention to details; Investigation skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and OHS compliance at sub-offices within the region.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. L Shoai Tel No: (018) 397 7088.
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<b><u>POST 17/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT SYSTEM MANAGER REF NO: 23/63/ISM</u></b>
<b><u>SALARY</u></b>	:	R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Business Applications environment as a Specialist within application development, support and maintenance; Knowledge of ICT Operations/Service management, System Development Lifecycle, Information Systems and Project Management; Experience in various software development framework, techniques, Database Management System and application release management; Knowledge and understanding of Public

- Service Regulations, Treasury Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking, Communication and information management, Continuous improvement, Developing others, Diversity management, Interpersonal relations and conflict resolution, Planning and organizing, Problem solving and decision making, Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the maintenance of Business Applications; Facilitate the development of Business Applications; Facilitate functional support of Business Applications; Facilitate the enhancements of Business Applications; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- 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.
- POST 17/73** : **TRAINING OFFICERS (X2 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Free State Ref No: 23/25/FS  
Provincial Office, Kimberley Northern Cape Ref No: 18/23/NC/RO
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Development; A minimum of three (3) years experience in human resource development environment. Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes, Training and Development methodologies and concepts; Knowledge and understanding of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Decision making; Problem analysis; Facilitation and presentation; Supervisory and leadership; Planning and Organizational skills Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Coordinate training needs assessment; Assess and reassess training development processes and programmes; Coordinate the induction and orientation programme; Administer and facilitate training programmes.
- ENQUIRIES** : Free State Ms N Dywili Tel No: (051) 407 1800  
Northern Cape: Mr L Swartz Tel No: (053) 802 1300
- APPLICATIONS** : **Free State:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.  
**Northern Cape:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : Separate application must be made quoting the relevant reference number.



## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **National Office Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Free State** Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

**Mpumalanga** Division of the High Court Middleburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

**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**

: 02 June 2023

**NOTE**

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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.

**MANAGEMENT ECHELON**

- POST 17/74** : **CHIEF FINANCIAL OFFICER REF NO: 2023/206/OCJ**  
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 308 051 - R1 540 839 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in Financial Management Field or an equivalent qualification at NQF level 7 as recognized by SAQA. A SAICA CA qualification will be an added advantage. A minimum of six (6) years relevant experience in financial accounting, management accounting/budgeting, supply chain management and asset management of which five (5) years must be at Senior Management Level. A valid drivers licence. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and understanding of the public sector financial management and OCJ's support requirements to the Judiciary as an arm of State. A track record in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement and maintain internal systems and controls to ensure sound financial management as well as the management of resources. Excellent knowledge and understanding of Transactional and Development Finance, Asset and Liability management as well as Audit and Risk Governance Management. Proven skills in Financial Accounting, Management Accounting and Supply Chain Management within a government institution. Knowledge of and experience in the application of government policies and legislation relevant to the post of CFO. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), 1999 and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. Skills and Competencies: Excellent communication skills (written and verbal) appropriate to operational and executive levels. Flexibility and ability to work under pressure. Ability to provide leadership to a team of specialised administrators. Innovative and self-driven professional. Excellent interpersonal skills and team player. Strategic capability and leadership. Financial management (GAAP, GRAP, auditing practices and business planning). Programme and project management. People Management and empowerment. Change management. Service Delivery Innovation. Excellent planning and organisational skills. Analysis, problem

		solving and judgment. Decision Making. Managing Complexity. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and guidance on financial matters relating to the Judiciary and the OCJ. Ensure strategic financial management for the Judiciary and in the OCJ; i.e. Revenue, Expenditure, Assets Management, Liability and Supply Chain Management. Oversee the development of financial models that facilitate the selection of optimised funding options for the institution. Develop and maintain the OCJ's Financial Strategy, Policies, Standards and Procedures. Coordinate Departmental budget processes. Ensure the implementation of Management Accounting processes within the OCJ through the planning, co-ordination, and management of the budget and Medium Term Expenditure Framework budget processes. Management and monitoring of revenue and expenditure and reporting in line with Public Finance Management Act (PFMA), 1999. Ensure compliance with relevant government legislation, regulations, policies, and provisions of the PFMA. Provide timely, accurate and relevant reports to all stakeholders. Be accountable for the OCJ's revenue and banking management. Ensure the rendering of financial accounting services through the monitoring of monthly accounting services and oversee the development and submission of interim and annual financial statements. Management of OCJ's financial systems and administration of salary related matters inclusive of Compensation of Employees (COE). Liaison with key stakeholders such as the National Treasury, Auditor-General of South Africa as well as Risk Management and Audit Institutions. Advise the Accounting Officer pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Direct the overall operations and staff within the financial management Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr N Mogale Tel No: (010) 493 2500/8770 HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
<b><u>POST 17/75</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2023/207/OCJ</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 - R1 540 839.per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in Management, Social Sciences and Development Studies (emphasis on Human Resource Management, Public Administration, Public Management) or equivalent qualifications or an equivalent qualification at NQF level 7 as recognized by SAQA. A relevant postgraduate qualification will be an added advantage. Minimum of six (6) years relevant and extensive work experience in the complete range of human resource management functions of which five (5) years must be at Senior Management Level. A valid driver license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and experience across the HR management and development spectrum. Knowledge and good understanding the Public Service Act, 1994; Public Service Regulations, 2016; Labour Relation Act, 1995; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; White Paper on Transformation of the Public Service,1995; Public Financial Management Act,1999; Treasury Regulations, 2022; and Occupational Health and Safety Act,1993. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance. Skills and Competencies: Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resource management. Competencies, capability and leadership. Financial management. Programme and project management. People management and empowerment. Change management. Service delivery innovation. Client orientation, customer focus, communication and ability to perform under pressure. Able to analyse and solve problems with sound judgment. Decision-making. Managing complexity. Planning and Organising. Accountability.

- Resilience. Business performance management and organisational resource management.
- DUTIES** : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department, facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department, Managing the promotion of the optimal recruitment, utilisation and retention of human resources, Ensuring the provision of human resource support services to operational staff in line with business requirements and the departmental strategy, Building capacity through human resource development and performance management, Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players, Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act. Facilitating processes for ensuring that the Department has adequate human resource capacity. Promoting employee health and wellness in the Department. Undertaking a risk assessment, implementing and maintaining an effective risk management strategy. Ensuring compliance with the Public Service Act, 1994 and all prescripts related to human resource management and managing resources allocated to the Human Resource Management and Development Unit.
- ENQUIRIES** : Technical Related Enquiries: Mr N Mogale Tel No: (010) 493 2500/8770  
HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
- POST 17/76** : **CHIEF DIRECTOR: COURT AND CASE FLOW MANAGEMENT (SUPERIOR COURTS) REF NO: 2023/208/OCJ**  
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 308 051 - R1 540 839 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and a legal degree at NQF level 7 as recognized by SAQA. A postgraduate degree in Law / Business / Public Administration will be an added advantage. A minimum of six (6) years relevant experience in court administration or operations environment of which five (5) years' experience must be at senior management level (management of core business operations and corporate services of an organisation). A valid driving licence. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Experience in the management of the South African justice system (knowledge of the judicial functions of the courts will be an added advantage). Advanced knowledge and experience in stakeholder management practices. Proven ability to draft and quality control highly complex legal/policy and briefing documents. Experience in policy development and legal research. Knowledge of the Public Finance Management Act, 1999, Public Audit Act, 2004 and the Public Service governance frameworks. Knowledge and application of government Information and Communication Technology (ICT) policy frameworks and how ICT serve as a strategic business enabler. Knowledge of and experience in the application of good corporate governance practices. Ability and willingness to travel and work long hours. Valid driving license. Skills and Competencies: Strategic leadership capability. Change management. Performance management. Programme and Project Management. Knowledge Management and Communication. Service Delivery Innovation. Problem solving and analytical thinking. People development and empowerment. Client Orientation and Customer Focus. Excellent communication skills both verbal and writing. Financial management. Self-driven, creative and display of initiative. Ability to meet strict deadlines and to work under pressure. A keen sense for attention to detail. Organisational ability and analytical acumen.
- DUTIES** : Provide strategic and operational leadership to the administrative functioning of the Superior Courts. Manage the effective implementation of the Superior

Courts Act, 2013, in respect of court services, including support to the Judges President/Heads of Court to execute their legal mandate. Oversee the delivery of support functions provided by the Directors of Court Operations in all Superior Courts. Manage the provision of case flow management services for the Superior Courts. Develop, implement and maintain a framework and systems to monitor the statistics and performance of the Superior Courts. Provide advice and manage the shared services due to the transfer of Superior Courts functions from the Department of Justice & Constitutional Development to the Office of the Chief Justice. Manage the development, implementation, monitoring of court modernisation initiatives aimed at enhancing efficiency in the Superior Courts. Enhance administration and the information management capabilities for the entire court system. Manage and direct the development and implementation of norms, standards, processes, procedures, policies and strategies for the efficient administration of courts. Provide effective planning, finance, administrative, human and physical resources management. Facilitate and support the Judiciary in the development, implementation and review of judicial norms and standards for the judicial functioning of all courts. Provide technical support to facilitate the implementation of interventions/measures to improve the efficiency of the courts. Ensure effective quality assurance to manage risks and audit outcomes related to the court operations. Managing internal and external court stakeholder relations. Develop, implement, monitor and report on the Superior Courts' quarterly and annual performance plans.

- ENQUIRIES** : Technical Related Enquiries: Adv M Potgieter Tel No: (010) 493 2500 / 8773  
HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
- POST 17/77** : **DIRECTOR: INFORMATION AND COMMUNICATIONSTECHNOLOGY (ICT) OPERATIONS REF NO: 2023/209/OCJ**
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in ICT or Information Systems or Computer Science or related equivalent qualifications at NQF Level 7 as recognised by SAQA. A relevant postgraduate qualification and Certificate in Information Security or ICT Governance or MCSE and ITIL will serve as an added advantage. A minimum of five (5) years' experience in ICT Infrastructure and Operations management. Five (5) years of experience at middle/senior management level. A valid driver's licence. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Be in a position to provide leadership and guidance to a team of specialists. Extensive experience in Data Centre Operations and Maintenance, LAN/ WAN design, deployment and Support, Unified communications, IT Services Management, Systems Security & ICT Business Continuity. Technical Competencies: Knowledge of software applications maintenance and support, including O365 packages and Windows Servers. Knowledge of relevant legislation, Standards, frameworks, the DPSCA directives and current trends in the field of ICT. Network management and security tools and solutions; Data centre management and trouble shooting of servers, end user computers. Implementation of Minimum Information Security Standards; ISO Standards, ITIL. Behavioural Competencies: Strategic capability and leadership, Programme and Project management, Financial management, Problem solving and analysis, People management and empowerment, Client orientation and customer Focus.
- DUTIES** : ICT Infrastructure management, IT Operations, ICT Service Management, Unified Communications and Information systems security. Manage and oversee the ICT service desk as a single point of contact for ICT services. Provide appropriate End user support including transversal systems to Head Office and all courts, standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures. Provide configurations management. Manage the provision of secure and stable ICT Server & Storage infrastructure (Azure & On-premises Data Centres). Plan and provide systems administration support services to enable business processes and to support business outcomes. Ensure the provision of secure and stable ICT Network infrastructure; i.e. Wide Area

networks & Local Area Network (WIFI included) for OCJ Centres. Provide collaborations platforms and technologies. Provide Information Systems and Infrastructure Security Management (Cybersecurity Management) Policy Direction. Manage the ICT security implementation, ICT Business Continuity including Disaster Recovery. Manage the ICT Service Level Agreements of the OCJ. Ensure effective and efficient ICT Asset Management (tangible and intangible assets). Provide ICT Contract Management. Spearhead Enterprise Architecture roll out from business, data, applications and technology for alignment and cost optimisation. Take lead in Green ICT initiatives for OCJ. Regular monitoring and reporting of IT Operational activities. Ensure ICT operations compliance in accordance with ICT standards, policies and procedures.

**ENQUIRIES** : Technical Related Enquiries: Ms N Nengovhela Tel No: (010) 493 2500/8751  
HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

**POST 17/78** : **DIRECTOR: CONSTITUTIONAL COURT REF NO: 2023/210/OCJ**

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.

**CENTRE** : Constitutional Court

**REQUIREMENTS** : Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in Management, Social Sciences Public Administration or Management) or equivalent qualifications or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication Skills (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity.

**DUTIES** : Support the Chief Justice in the governance and leadership as the Head of the Constitutional Court. Provide management, administrative support services to all the Justices' Chambers in the Constitutional Court. Ensure efficient case flow management processes, procedures within the applicable legal and regulatory frameworks in the Registrar's office. Ensure the provisioning of library services. Ensure the effective provision of research services and management of the Law Clerks' Programme. Ensure effective case and court records / information management systems. Management of court building / facilities, security and auxiliary services. Management of human resources, finance, supply chain and assets. Ensure provision of Information and Communication Technology (ICT) services. Ensure effective quality assurance to manage risks and audit outcomes related to the court operations. Managing internal and external court stakeholder relations. Develop, implement, monitor and report on the Constitutional Court's quarterly and annual performance plan.

**ENQUIRIES** : Technical Related Enquiries: Adv D Plaatjies Tel No: (010) 493 2500/ 2561  
HR Related Enquiries: Ms L Kwinika/Ms C Gideon Tel No: (010) 4932500/2578/2528

## OTHER POSTS

**POST 17/79** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2023/211/OCJ**

**SALARY** : R811 560 – R952 485 per annum (MMS Level 11), all-inclusive remunerative package. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Service Centre: Free State

**REQUIREMENTS** : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent qualification as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at Assistant Director level. A valid driver's license. Knowledge of human resource administration as well as recruitment and selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Accuracy and attention to detail. Good administration and organisational skills. Good interpersonal skills. Ability to meet strict deadlines and to work under pressure. Ability to work independently and self-motivated. Report writing skills.

**DUTIES** : Manage the staff establishment of the province. Manage human resource administration, training and records. Manage the Performance Management and Development System. Manage conditions of service and benefits for all including OSD, MMS and SMS employees. Manage and administer PILIR in the province. Facilitate employee relations processes within the province. Give advice on procedural and technical related matters in respect of human resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing human resource management. Manage the personnel within the HR section/unit.

**ENQUIRIES** : HR Related Enquiries: Mr. T.B Moeketsi Tel No: (051) 492 4523  
Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523

**POST 17/80** : **VETTING INVESTIGATOR REF NO: 2023/212/OCJ**

**SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : A Bachelor's degree or equivalent three-year tertiary qualification (minimum of NQF 6 with at least 360 credits) in Social Sciences / Security Investigation or related areas. At least three (3) to four (4) years' experience in the vetting environment. SSA vetting course will be an added advantage. Extensive experience and knowledge of all applicable legislation relating to vetting. Short courses in Analysis, Conflict Management, Listening, Interview skills and report writing skills will be an added advantage. Valid driver's license. Applicant must be computer literate, that would include a good working knowledge of Microsoft Office package; Knowledge on the interpretation of policies; Knowledge of investigations; Knowledge of risk analysis; Interviewing skills; Communication and listening skills which include verbal and written communication (Good and Sound report writing). Language proficiency skills (Proficiency in English is a requirement); Ability to work independently. Skills and Competencies: Analytical skills; Report writing and presentation skills, Interpersonal relations; Planning and organizing; Computer literacy; Communication skills (written and verbal); Ability to work independently and meet deadlines; decision making, problem solving knowledge of the Security Vetting Information System (SVIS).

**DUTIES** : The successful candidate will be responsible for the following functions including but not limited to: Conduct vetting field-work investigations; Gather relevant information; Conduct proper analysis and quality check on the information; Compile and submit reports to Management and SSA on all vetting files and reports completed on a regular basis; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Analyse, research and evaluate all vetting related information; Provide advice and guidelines on the interpretation and application of legislation, policies and procedures, Provide effective communication channels and systems between SSA and other relevant stakeholders for advice, assistance and to obtain information; Administer vetting files and submit completed reports to Vetting Supervisor; Conduct screening of service

- providers and prospective employees; Conduct ad-hoc investigations as and when required.
- ENQUIRIES** : Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2500/2645  
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2528
- POST 17/81** : **JUDGE'S SECRETARY REF NO: 2023/215/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division Of The High Court
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7065  
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 17/82** : **REGISTRAR (X2 POSTS)**  
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R293 847 – R596 127 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Mbombela Ref No 2023/213/OCJ  
Mpumalanga Division of The High Court: Middelburg Ref No 2023/214/OCJ
- REQUIREMENTS** : Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.



**DUTIES**

: Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books. Authentication of documents for internal use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**

: Technical enquiries: Mr M Masekoameng Tel No: (013) 758 0000 (Mbombela)  
Mr M Mothabo Tel No: (013) 492 2214 (Middelburg)  
HR related enquiries: Mr M Jele Tel No: (013) 758 0000

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can apply on [www.psc.gov.za](http://www.psc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 09 June 2023 at 15h45
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated.) Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## MANAGEMENT ECHELON

- POST 17/83** : **PROVINCIAL DIRECTOR: WESTERN CAPE REF NO: PD/WC/05/2023**
- SALARY** : R1 105 383 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission, Provincial Office: Western Cape
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. Five (5) years' relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level.

Appropriate experience in project management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

**DUTIES**

: Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Western Cape Province. Submit contributions on the PSC's work in the Provincial Office for inclusion in the Annual Report.

**ENQUIRIES**

: Ms I Mathenjwa Tel No: 012 352 1109

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number) or via link: <https://affirmativeportfolios.co.za/dpme>. Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 02 June 2023 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://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](http://www.dpsa.gov.za).

## OTHER POSTS

- POST 17/84** : **SENIOR ACCOUNTING CLERK: SALARIES, TAX S&T REF NO: 26/2023**  
Unit: Salaries, Tax and S & T
- SALARY** : R241 485 per annum (Level 06), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in Accounting or related with at least 1-2 years appropriate experience in Finance. Should have good knowledge and experience of PERSAL and BAS and a high level of computer literacy. Should possess the following skills: good verbal and written communication. Must have good Interpersonal relations, planning and organising skills. Knowledge of document management, tracking and filing systems. Must have high level of reliability. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.
- DUTIES** : The successful candidate will be responsible to render a financial clerical support service. This entails rendering Subsistence and Travel claims: checking of all S&T claims in line with the S&T policy and ensure that valid claims are processed within 7 working days. Foreign Advances: all foreign advances are compiled based on adequate supporting documentation within 2 days and ensure register is kept. Foreign Claims: all foreign claims are accurately calculated based on adequate supporting documentation. Ledger accounts and reporting: all journals are accurately compiled and captured on Bas within 3 working days. Sundry payments: all payments are captured accurately on Supplier, amount, invoice number and adequate supporting documentation.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471
- POST 17/85** : **SENIOR SUPPLY CHAIN CLERK REF NO: 27/2023**  
Unit: Demand and Acquisition Management
- SALARY** : R241 485 per annum (Level 06)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF 6) in Supply Chain Management/ Logistic/ Purchasing Management or related with at least 3 years' experience in Supply Chain Management particularly in Demand and Acquisition Management. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations. Computer literacy and sound knowledge of Microsoft Office suite applications and LOGIS will be an added advantage. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure.
- DUTIES** : The successful candidate will be responsible to implement demand and acquisition administration efficient and effectively. This entails the provisioning of requisitions administration and ensure compliance to relevant legislation. Provisioning of quotation administration and ensure compliance to relevant legislation. The keeping of records and reporting, ensure compliance to relevant legislation and updating of relevant registers. The administration and provisioning of Petty cash and request for proposals.
- ENQUIRIES** : Ms M Masilela Tel No: 012 312 0471

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- CLOSING DATE** : 02 June 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

## MANAGEMENT ECHELON

- POST 17/86** : **CHIEF DIRECTOR: VALUE CHAIN & MARKET ACCESS SUPPORT "REF NO: CD - VCMAS"**
- SALARY** : R1 308 051 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in / Business Administration / Economics / Business Economics/ Social Sciences or equivalent. Possess a minimum of 5 years of experience at a senior managerial level within in a value chain support, market access or international relations environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Oversee the development of policies, strategies and interventions that supports access to markets and grows value market chains for SMMEs and Cooperatives. Facilitate and manage an integrated approach that supports domestic and international market access to SMMEs and Co-operatives. Build strategic relationships that increases value chain support services to small businesses and Co-operatives. Leverage opportunities in bilateral and multilateral trade agreements for SMMEs and Cooperatives. Communicate with internal and external stakeholders and provide progress to relevant structures through formal presentation. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office  
Tel No: (012) 394- 1440 /3097

**APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – VCMAS"

#### **OTHER POSTS**

**POST 17/87** : **DEPUTY DIRECTOR: MARKET ACCESS "REF NO: DD: MARK A"**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum  
: Pretoria  
: Bachelor's degree (NQF level 7) in Business Management/ Commerce / Economics / Development Studies / Market Access related as recognised by SAQA. 5 years' relevant experience in Market Access/ Enterprise environment of which 3 must be at Assistant Director level. Training in Computer Literacy (MS Office Packages), Have proven skills and competencies: Communication (Verbal and Written), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Attention to detail, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

**DUTIES** : Manage the Sub-Directorate: Market Access Support inclusive of but not limited to: (Developing and managing the implementation of directorate's operational plan, execute and plan the delivery, allocation of work, managing performance, development, and discipline, Serve on transversal teams when required etc). Develop and execute market access policies (including localisation), strategy to ensure growth and sustainability of SMMEs and Co-operatives. Design instruments, models for linking SMMEs and Co-operatives to interventions for improving the quality of products and/or services and production capacity for SMMEs and Co-operatives. Analyse market, processing and distribution trends for the identification of opportunities and facilitation of access by SMMEs and Co-operatives. 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** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF "REF NO: DD: MARK A"

**POST 17/88** : **HR PRACTITIONER: PM & HRD "REF NO: HRP PM&HRD"**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum  
: Pretoria  
: National Diploma (NQF 6) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management or Development environment. Experience working on PERSAL would be an added advantage. Computer literacy with knowledge and experience of Microsoft office packages. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.

**DUTIES** : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and

maintain systems, processes, and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation process, and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop/maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

**ENQUIRIES**

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

**APPLICATIONS**

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@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: HRP PM&HRD"



## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via email to [dticapplications@tianaconsulting.co.za](mailto:dticapplications@tianaconsulting.co.za) ;OR posted to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017. (NB: The post name must appear in the subject line of the e-mail OR on the envelope); Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria
- CLOSING DATE** : 05 June 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s).

## OTHER POST

- POST 17/89** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: (ODG-152)**  
Overview: Implement, maintain and support transversal and other systems in the department and manage batch control functions.
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma/B Degree in Financial Management. 3-5 years' relevant experience in financial management environment of which 3 years should be in Financial Systems. Skills/Knowledge: 3-5 years' experience as a system controller i.r.o BAS and other related financial systems. Experience in Vulindlela MIS and Safety web systems. Experience in processing interface and operations of associated system applications. Sound ability to communicate well, both verbal and written. Good interpersonal skills and customer service excellence. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Sound knowledge and understanding of Code of Conduct on financial disclosure and ethics, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the practices and regulations applicable to administrative support services in the Department. Strong sense of urgency and ability to work under pressure. High level of confidentiality and integrity. Ability to work in a co-ordinated team. Computer Literacy (MS Office Package).
- DUTIES** : System Controller functions: Facilitate and oversee the system controller functions i.r.o BAS and related systems. Facilitate availability and deployment of the Vulindlela MIS. Facilitate processing of interface and operations of associated system applications. Facilitate administration function of Safety web system. Implement and maintain the departmental chart of accounts (Code structure). Batch Control: Facilitate batch control process in terms of safeguarding of financial records. Reporting: Timeous submission of complete

and accurate inputs on scheduled tasks and enquiries (Ex: 30-day report and trial balance). Training: Facilitate training interventions in terms of BAS functionality and liaison with National Treasury. Provide in-house training on code structure in terms of SCOA.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: 012 394 1809/1835

## DEPARTMENT OF TRADITIONAL AFFAIRS

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

**CLOSING DATE** : 09 June 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 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHER POSTS

**POST 17/90** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2023/15**  
(12 months contract)

**SALARY** : R811 560 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Pretoria  
: An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment at ASD level (Junior Management). Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, knowledge of The Public Finance Management Act, Treasury Regulations, Corporate governance, Development of policies and strategies. Knowledge about teammate audit software.

**DUTIES** : The successful candidate will perform the following duties: Manage and implement operational or strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.

**ENQUIRIES APPLICATIONS** : Mr JJ Appel Tel No: (012) 334 4974  
: 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 NOTE** : Director: Human Resource Management  
: Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.

- POST 17/91** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2023/16**  
(12 months Contract)
- SALARY** : R424 104 per annum, (all-inclusive remuneration package), plus 37% in lieu of benefits.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment  
Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Operational and performance audits, risk management and auditing practices, knowledge of the Public Finance Management Act, Treasury Regulations, development of policies and teammate audit software.
- DUTIES** : The successful candidate will perform the following duties: Provide inputs and implement operational or strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards, draft reports and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.
- ENQUIRIES** : Mr JJ Appel Tel No: (012) 334-4974
- 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** : Ms L Motlhala
- NOTE** : Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.
- POST 17/92** : **ADMINISTRATIVE ASSISTANT REF NO: 2023/17**  
Chief Directorate: Office of the Director-General
- SALARY** : R202 584 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and intergrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for line functions in the Office of the Director-General Chief Directorate: Receive and distribute documents. Record documents in the appropriate various line functions registers. File and manage the paperwork of line functions in the ODG. Establish effective document tracking systems. Provide secretarial support services for line functions in the Office of the Director-General Chief Directorate: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment line functions in the Office of Director-General Chief Directorate. Make copies, fax and email documents as required.
- ENQUIRIES** : Mr J Mashishi Tel No: 012 334 4802
- 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
- NOTE** : Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.

## 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** : 15 June 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://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.
- ERRATUM:** Administrative Officer Ref No: DOT/HRM/2023/21. Please note that the above-mentioned post which was advertised on Department of Public Service Vacancy Circular 13 dated 14 April 2023 with the closing date of 05 May 2023. The Centre for this post is Cape Town and not Pretoria. Director: Cluster Coordination with Ref No: DOT/HRM/2023/25. Please note that the above-mentioned post which was advertised on Department of Public Service Vacancy Circular 14 21 April 2023 with the closing date of 12 May 2023. Please note that the DUTIES for this post are as follows: Oversee cluster participation and performance of the Department. Manage and co-ordinate DOT participation and inputs into the cluster processes. Receive and refer documentation to relevant managers in the Department. Keep track of documents /referrals to the line function management and follow up on urgent matters. Monitor and evaluate the performance of programmes in relation to the Government's Programme of Action (POA) reporting cycle for the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) Cluster. Manage and co-ordinate DOT participation and inputs into the cluster processes. Collate inputs and reports for all FOSAD (Forum of South Africa Directors-General) Clusters. Facilitate the development of strategic priorities for DOT in liaison with DOT workstream to be driven within the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) Cluster and other FOSAD Clusters that DOT participates in (e.g. Justice, Crime Prevention & Security (JCPS) International Cooperation, Trade and Security (ICTS). Manage follow-ups on matters that have a bearing on Cluster, FOSAD — MANCO decisions. Co-ordinate the allocation and dissemination of information with respect to Cluster decisions.

Manage and coordinate the implementation of Cabinet Resolutions. Develop decision matrix on matters arising from cabinet resolutions. Develop a Cabinet Memoranda schedule and ensure adherence to the timelines. Ensure implementation of all cabinet decisions and their implication to DOT. Prepare resolution reports for EXCO and To Management. Manage the provision of administrative support to ODG on Cabinet matters. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage and control the Directorate. Closing date only on these two posts has been extended to 02 June 2023. For enquiries contact Mr Herman Seleke Tel No: (012) 309 3886.

#### MANAGEMENT ECHELON

- POST 17/93** : **DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/2023/28**  
 Branch: Road Transport  
 Chief Directorate: Road Regulations  
 Directorate: Road Safety Programmes
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)  
 : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Engineering, Transport Planning, Transport Economics with a minimum working experience of 5 years at a middle management level within the road safety / roads environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skills: The following will serve as recommendations: Knowledge and understanding of policies and strategies pertaining to road safety. An understanding of intergovernmental relations. Good Interpersonal skills. Analytical and problem solving skills. Excellent presentation skills. Compilation of management reports. Public Finance Management Act. Willingness to travel and work beyond normal working hours. Communication: (verbal and written) English above average.
- DUTIES** : Research and benchmark road safety policies and road safety strategies. Manage the development of road safety policies in line with the pillars of road safety .Consult with stakeholders and role-players on the reviewing and development of road safety policies. Manage the development of the Road Safety programmes in conjunction with stakeholders. Manage the coordination of the implementation of the 365 Days Road Safety Program Develop and manage road safety partnerships within the SADC, AU, local and International Community and Stakeholders. Ensure the dissemination of road safety information. Conduct market research to determine market requirements to improve existing and future road safety services and programmes. Develop various educational material for conducting awareness programmes and promotion of road safety. Coordinate the establishment of Road Safety Committees, National Road Safety Council and Provincial and Local Authority Road Safety Councils. Coordinate the establishment of Road Safety consultative forums within the Republic. Participate in Road Safety consultative forums, and the roll-out and implementation of road safety programmes and interventions. Manage and control the Directorate.
- ENQUIRIES NOTE** : Adv Johannes Makgatho Tel No: (012) 309 3280  
 : Preference will be given to African Male/Female, Coloured Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

#### OTHER POSTS

- POST 17/94** : **DEPUTY DIRECTOR: POLICY AND LEGISLATION MAINTENANCE REF NO: DOT/HRM/2023/31**  
 Branch: Public Transport  
 Chief Directorate: Public Transport Regulation  
 Directorate: Policy and Legislation  
 Sub Directorate: Policy and Legislation Maintenance
- SALARY** : R958 824 per annum (Level 12), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria

<b><u>REQUIREMENT</u></b>	:	An undergraduate NQF level 6 qualification as recognised by SAQA in Law with 3 years relevant experience at a junior management or Assistant Director level in Transport and drafting Legislation and or regulations. Knowledge and Skills: Knowledge and understanding of the National Land Transport Act, the NLTA regulations and related legal statutes, drafting of legislation and or regulations, Knowledge of the legal process of developing a legislation and policy, project management skills, sound knowledge of the PFMA and the treasury regulations and a working knowledge on public transport.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for Managing the maintenance of public transport legislation and regulations and managing the implementation thereof. Develop policies and legislation in support of public transport strategies, Review, development and amendment of the Land Transport Legislation, drive legislation and amendments through the parliamentary process, develop business process for various aspects of the act, manage the implementation of the Act at Provincial and Local sphere. Develop the regulation of the Land Transport Legislation, review, develop and amend the regulations in terms of the National Land transport Act (NLTA), oversee and implement the gazetted regulations, develop practice notes, guidelines and directives in terms of the NLTA, manage the review of legislation and manage amendments. Provide capacity building and promote the provisions of the Act, develop and implement capacity building programmes, develop a simplified brochure for capacity building, organise and hold road shows on legislation and regulations respond to queries and questions from stakeholders and address issues related to the interpretation of the Act. Monitor and evaluate the effectiveness of policy and legislation, co-develop Standard Operating Procedures to guide regulatory institutions on the implementation of the provisions of the Act, produce guidelines where necessary to ensure common understanding and implementation, maintain constant engagement with the stake holders and other organs of state. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department, manage planning and or implementation of projects, develop the definition of project missions, vision, goals, tasks and resource requirements, develop methods to monitor projects or area progress and provide corrective solutions if necessary, manage project resources, project budget and resource allocations, work cross functionally to solve problems and implement changes, oversee project progress reporting. Manage the Sub-directorate, assist with compiling the budget of the directorate, manage the assets of the Sub-directorate, provide guidance to staff, ensure performance management of staff and assist with compiling the Strategic and Annual Reports of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr Muzi Simalane Tel No: (012) 309 3002
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 17/95</u></b>	:	<b><u>ASSISTANT DIRECTOR: RURAL ROADS MANAGEMENT REF NO: DOT/HRM/2023/32</u></b> Branch: Roads Chief Directorate: Roads Infrastructure and Industry Development Directorate: Roads Infrastructure Planning Sub Directorate: Rural Roads Management
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF Level 6 qualification as recognised by SAQA in Civil Engineering/ Transport Planning/ Town and Regional Planning with 3 years work experience at a supervisory level or practitioner level with respect to planning in the road infrastructure and road maintenance environment field. Knowledge and Skills: knowledge of the road infrastructure industry, technical skills on road infrastructure planning, construction and maintenance, computer skills in Excel, PowerPoint and GIS.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for developing, updating and implementing the rural roads development strategy and programme. Undertake roads assessment and contributing to infrastructure components of rural municipalities IDP's roads projects (preparation of the master plan for rural roads) to ensure full connectivity to all rural areas and towns. Monitor implementation of Access Roads Development Plan, Develop and Maintain rural road infrastructure database (Rural Transport Atlas), participate in rural

municipality Integrated Development Planning (IDP) forums and contribute on rural transport development when necessary, provide support to provinces in the developing of rural transport strategies. Coordinate rural roads infrastructure projects, facilitate and coordinate rural roads presidential projects, provide support to presidential and ministerial special projects including Vala Zonke programme, facilitate stakeholder participation in rural roads infrastructure projects, handle roads infrastructure related queries and parliamentary questions. Develop and manage intergovernmental coordinating mechanism for effective roads delivery at the municipal sphere and horizontally (DOT/COGTA/NT/SALGA), develop coordinate a framework across national government that will guide rural road infrastructure investment in rural areas, provide support to Municipalities and Municipal Infrastructure support agent (MISA) on Municipal and rural roads programmes, establish and manage rural roads coordinating committees. Monitor and evaluate rural roads development programme, facilitate the implementation of rural transport demonstration (anchor) projects, monitor the implementation of Shamba Sonke programme, monitor and evaluate rural transport development programmes, provide support on national, provincial, and local levels regarding the planning, construction, maintenance, monitoring and evaluation of roads infrastructure. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department, participate in the planning and or implementation of cross functional projects, participate in development of the definition of the project missions, goals, tasks and resources requirements, research and identify methods to monitor projects and apply, manage project resources, project budget and resource allocations, work cross functionally to solve problems and implement changes, manage project progress reporting. Manage the resources of the section, develop operational standards and ensure the attainability and sustainability, monitor and ensure effective efficient co-ordination of activities, provide input into budget of the directorate, plan organise and control activities pertaining to the component, manage the assets of the sub directorate and compile, maintain and monitor the sub-directorate's strategic, annual performance plan/ operational plans.

**ENQUIRIES**

: Mr Whity Maphakela Tel No: (012) 309 3519

**NOTE**

: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.



## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

: 02 June 2023

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

## MANAGEMENT ECHELON

**POST 17/96**

: **DIRECTOR: STRATEGIC INFRASTRUCTURE ASSET MANAGEMENT**  
**REF NO: 020623/01**  
Branch: Infrastructure Management  
Chief Directorate: Water Resources Infrastructure Operations & Maintenance (WRIOM)  
(Re-advertisement applicants who previously applied are encouraged to re-apply)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 105 383 per annum (Level 13), (all-inclusive package)

: Head Office Pretoria

: A 4-year Degree (NQF level 7 Minimum) or equivalent in a built environment. Five (5) to ten (10) years experience within an Engineering field (Civil / Electrical / Mechanical). Five (5) years' experience at a middle /senior managerial level. A valid unexpired vehicle (Code EB) driver's license with the exception of persons with disabilities. Competencies: Understanding of Water

Resource Management and Dam safety legislation. Experience in practical Engineering principles. Experience in the programme, project, and financial management. Service delivery innovation (SDI). Practical knowledge and experience in Dam Safety Surveillance. Knowledge of relevant acts and legislation related to Water and Sanitation. Understanding of Treasury Regulations. Practical knowledge of strategic asset management and operations of large infrastructure such as Waste/Water Treatment Works, Pump Stations, Pipelines, Canals, and Dams. Strategic capability, leadership, and change management skills. Excellent problem-solving, analysis, people management, and empowerment skills. Good client orientation, customer focus, and communication skills (Verbal and written). Accountability and ethical conduct.

**DUTIES** : Maintenance support to operational areas (Mechanical and Electrical Engineering Support). Manage production and term contracts to assist operations with the maintenance and refurbishment of infrastructure. Provide engineering assistance with the management of major equipment overhauls and upgrades in all operational areas. Develop maintenance guidelines for mechanical equipment. Perform Dam Safety Surveillance monitoring of Department of Water and Sanitation dams by means of instrumentation and assessment as required by legislation. Develop and manage the budget for the Directorate. Provide inputs of the budget to Regional Offices. Ensure Departmental targets regarding BEE targets are adhered to. Overall management of the Directorate Strategic Asset Management including the development of the Directorate's business plan. Provide progress reports on the achievement of objectives for the Directorate. Respond to Ministerial questions (Parliament and Public). Participate and contribute at Operations Management Committee.

**ENQUIRIES** : Ms. ND Ndumo Tel No: 012 741 7301/02  
**APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. for Attention: Planning, Recruitment and Selection unit.

#### OTHER POSTS

**POST 17/97** : **CHIEF ENGINEER GRADE A REF NO: 020623/02 (X2 POSTS)**  
 Branch: Infrastructure Management: Head Office  
 CD: Infrastructure Development  
 Directorate: Capital Projects

**SALARY** : R1 146 540 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. A minimum of six (6) years post qualification experience. Compulsory registration with ECSA as a professional Engineer. A valid unexpired driver's license. Registration with the South African Council for Project Manager (PR: CPM) or PMP certification will serve as an added advantage. Experience in the planning, design, and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large infrastructure projects. Experience in large water infrastructure will serve as an added advantage. Understanding of complete project life cycle from initial planning stages through to completion. Extensive contract management experience. Detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. Ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water resources Engineering are recommended. High level communication skills both (verbal and written). Conflict management, contract dispute resolution, and negotiation skills. Problem-solving and analysis skills. Computer proficiency (MS Office, MS Projects, etc). Be able to work independently, self-motivated, responsible, and reliable.

**DUTIES** : To manage and oversee all aspects of project implementation. Coordinate the implementation of a portfolio of mega-projects. Coordinate water users, institutions, and stakeholders' input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the

Department's interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of water resource infrastructure projects. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of water resource infrastructure projects. Ensure the coordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the coordination of management of both external and internal stakeholders on the infrastructure projects. Knowledgeable of construction law contracts such as GCC, FIDIC and NEC. Detailed knowledge of Treasury Regulations, Public Finance Management Act (PFMA). Manage the process commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects and to subordinates. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.

**ENQUIRIES** : Ms. P Moodley Tel No: 012 336 6929  
**APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001

**FOR ATTENTION** : Recruitment and Selection Unit  
**NOTE** : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

**POST 17/98** : **SCIENTIST MANAGER GRADE A REF NO: 020623/03**  
 Branch: Regulation, Compliance, and Enforcement  
 Sub-Directorate: Stream Flow Reduction Activities

**SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : An MSc Degree or relevant qualification in Natural Science. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Environmental Management Inspector (EMI) training. Knowledge of the National Water Act, 1998 (Act 36 of 1998), National Environmental Management: Biodiversity Act 10 of 2004, the Alien and Invasive Species Regulations, (2014), and other water and environment-related policies, regulations, principles, tools, and practices. Knowledge of Integrated Water Resources Management. Knowledge of Stream Flow Reduction Activities (SFRA), Compliance Monitoring, and or Enforcement. Strategic capability and leadership. Geographic Information Systems practical skills. Communication skills (verbal and writing). Conflict Management. Data and information management.

**DUTIES** : Provide technical guidance in the development and implementation of regulatory policies and strategies for compliance monitoring for Stream Flow Reduction Activities (SFRA). Promote and continuously improve effective compliance monitoring of water users within the SFRA fraternity. Oversight, coordination and reporting on compliance monitoring of SFRA within the Department and its institutions nationally. Conduct strategic compliance audits. Conduct research on SFRA. Liaise with the Enforcement unit to ensure that non-compliances are dealt with successfully. Promote and establish partnerships for effective compliance monitoring with other Regulatory Authorities and the regulated community. Develop and continuously improve Standard Operating Procedures, Guidelines, and Business Processes for SFRA. Provisioning of SFRA-related training. Management of the Sub-directorate. Data and information management. Mentoring of junior officials.

**ENQUIRIES** : Mr. Siboniso Mkhalihi Tel No: 012 336 8048  
**APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Recruitment and Selection Unit

**POST 17/99** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 020623/04**  
Branch: Infrastructure Management: Head Office  
CD: Infrastructure Development  
Directorate: Infrastructure Implementation Planning  
Sub-Directorate: External Works

**SALARY CENTRE REQUIREMENTS** : R831 309 per annum, (all-inclusive OSD salary package)  
: Head Office Pretoria  
: Bachelor of Technology in Engineering (B Tech) as recognized by SAQA. Six (6) years post qualification in Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. A valid unexpired driver's license except for persons with disabilities. Experience in providing technological advisory service and in evaluating and providing quality assurance of technical designs and drawings with specifications and making recommendations for approval by the relevant authority; Experience in planning technological and or technical support to engineers; Practical experience in mentoring graduate interns and training. Understanding of ECSA professional mentorship will be an added advantage, as Knowledge of contract administration, project management, and proven knowledge of technical drawing and design. Understanding of procurement processes in the public sector. Understanding of the National Water Act, Water Services Act, Environmental Legislation, and Public Finance Management Act. Understanding of the various forms of contract used for infrastructure Projects. Understanding of the feasibility processes and moving it to project implementation. Technical report writing, networking, and professional judgment. Problem-solving, Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written), conflict management, contract dispute resolution, and negotiation skills. The ability to work with design software like AutoCAD Civil 3d will be an added advantage. Willingness to travel, mentor, and guide candidates toward professional registration.

**DUTIES** : Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements; Manage administrative and related functions; Mentorship of Graduate interns and willing to be a registered mentor with ECS; Manage and supervise technological and related personnel and assets; Manage administrative and related functions; Monitoring and supervise the evaluation of technological designs and drawings; Technical and financial reporting; Interfacing with relevant Departmental Divisions; Solve broadly defined technological challenges using an application and proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline) Continuous professional development to keep up with new technologies and procedures; Liaise with relevant bodies/councils on engineering-related matters; Manage and maintain interpersonal relationships with stakeholders and Implementing Agents.

**ENQUIRIES APPLICATIONS** : Mr. Werner Comrie Tel No: 012 336 8992  
: Head Office (Pretoria) Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Recruitment and Selection Unit

**POST 17/100** : **GENERAL WORKER REF NO: 020623/05 (X2 POSTS)**  
Branch: Infrastructure Management: Central Operation

**SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)  
: NWRI Central Operations - Usutu River (Vygeboom)  
: Abet. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) of chemical products. Basic knowledge of daily maintenance for efficient machine/equipment performance. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices and Basic understanding of Government legislation.

- DUTIES** : Load and offload furniture, equipment, and any other goods to the relevant destination. Clean government vehicles. Clean relevant workstation.
- ENQUIRIES** : Ms M.D Cholo Tel No: 017 846 6000
- APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375, or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
- FOR ATTENTION** : Ms K.E. Thomo
- NOTE** : NB: Preference will be given to candidates from the Vygeboom community.

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

- APPLICATIONS** : Applications must be submitted using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://erecruitment.ecotp.gov.za>. The 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 with your ID Number, your profile email address, details of the issue to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants: Applications received after closing date will not be considered. No Faxed applications will be accepted, No Hand Delivered applications will be allowed.
- FOR ATTENTION** : Ms Sanet Nieuwenhuys
- CLOSING DATE** : 02 June 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](http://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. 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 CoGTA 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 have obtained 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>. This certificate is to be submitted on the interview day. 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. NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE 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) Enquiries: Ms NP Sipahlanga Tel: 040 608 4245. For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za).

**MANAGEMENT ECHELON**

**POST 17/101** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: ECDOE CDFAS01/05/2023**  
Programme: Finance

**SALARY** : R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Provincial Office - Zwelitsha  
: A Senior Certificate, A NQF 7 in the fields of Accounting, Finance or Auditing. Minimum of 5 years relevant experience at SMS level. Knowledge of Financial management, financial accounting, and business practices. Candidate must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government. Ability to establish and manage financial systems and controls. Knowledge of strategic planning, budgeting and government payment processes and systems. Project Management skills. Service orientated. Sound organizing, planning and leadership skills. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. In-depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Labour Relations Act, Public Service Act and its regulations and Supply Chain Management policies and practices. A high degree of aptitude for strategic planning and management, decision-making, leadership, innovation, and motivation. South African citizenship. Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of Financial Management, Financial Accounting, HR management practices and business practices. Ability to establish and manage financial systems and control. A valid Code B driver's license. Ability to work under pressure and long hours.

**DUTIES** : Manage timely preparation of financial statements in accordance with prescribed standards and formats, taking into consideration NT & PT policies and circulars. Manage timely payments of Service Providers, Personnel payments, and Departmental stakeholders and ensure sound Bank Management practices. Ensure implementation of effective internal control mechanisms. Ensure implementation of effective and compliant financial management policies and procedures. Provide revenue collection, payment services and accounting reporting services. Manage the Administration Programme of the Eastern Cape Department of Education including the Departmental Audit Controllers activities.

**ENQUIRES** : Ms. N.D. Ngcingwana Tel No: (040) 608 4415  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**NOTE** : NB: Gender equity (Females) and people living with disability will be prioritized in filling this post

**POST 17/102** : **DISTRICT DIRECTOR: OR TAMBO COASTAL REF: ECDOE DDORTC02/05/2023**  
Programme: Institutional Operations Management

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Fort Beaufort  
: NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle

Management Service (Salary level 11 and 12) Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

**DUTIES**

: Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES**

: Mr TT Dyasi Tel No: (047) 5024272/4225

**NOTE**

For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)  
NB: Gender equity (Females) and people living with disability will be prioritized in filling this post.

**OTHER POSTS**

**POST 17/103**

: **CHIEF PROJECT MANAGER (CIVIL ENGINEER) REF NO: ECDOE CE03/05/2023**  
Directorate: Delivery  
Programme: Physical Resource Management

**SALARY**

: Grade A: R1 146 540 CTC per annum, (OSD). Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS**

: Provincial Office– Zwelitsha  
: B-degree in Civil Engineering/Project Management (Civil Engineering). Registered as a Professional Engineer with the Engineering Council of South Africa (ECSA). Or registration as a Project Manager-Civil Engineer with Project and Construction Management Profession (SACPCMP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Knowledge Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of



2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

**DUTIES**

: Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. 5. Maintain civil/structural engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply civil design principles. 3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine civil/structural engineering performance-based standards. 6. Develop civil engineering standard data sheets and drawings. Provide civil engineering inputs to Project Execution Plans. Determine requirements for built environment document management system from a Civil Engineering perspective. Investigate civil engineering installations, undertake design work and implement corrective measures, where necessary. Prepare reports on civil engineering investigations. Determine civil proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Obtain relevant information of professionals in terms of the preparation of the User Asset Management Plan. Finalise and update the U-AMP on a continuous basis. Environmental, OHS adherence in terms of planning and Maintenance. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Validate District and Schools Evacuation plans from an engineering perspective. Provide inputs to infrastructure assessments. Provide inputs to life cycle costs. Develop maintenance programmes. Provide engineering inputs to maintenance projects. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake

planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

- ENQUIRIES** : Mr. M Mduba Tel No: (040) 608 4246  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 17/104** : **CHIEF QUANTITY SURVEYOR REF NO: ECDOE CQS05/05/2023**  
Programme: Physical Resource Management  
Directorate: Delivery
- SALARY** : Grade A: R1 020 087 CTC per annum, (OSD), Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Office– Zwelitsha  
: B-degree (NQF 7) in Quantity Surveying. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP) as a Quantity Surveyor or Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP). Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.
- DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1. 4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of

project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

- ENQUIRIES** : Mr. M Mduba Tel No: (040-608 4246)  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 17/105** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECDOE DDSCM06/05/2023**  
Programme: Physical Resource Management  
Directorate: Delivery
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
- CENTRE REQUIREMENTS** : Provincial Office– Zwelitsha  
: Tertiary qualification (NQF Level 7) in Public Management/Administration, Logistics, Supply Chain Management and Financial Management. The candidate must possess a firm background in procurement, supply chain management and governance/ compliance management. Willingness to travel with a valid driver's license. A minimum of 3 years' experience as an Assistant Director (level 9/10) and proven years of experience in managing various elements of Supply Chain Management / auditing and compliance management. Willingness to travel with a valid driver's license. Knowledge:

Thorough knowledge and understanding financial systems such as Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Construction Management and Facilities Management and Property Management Act. Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements..

**DUTIES**

: Manage the Sub-Unit Bid Administration and Acquisition Management of goods and services, Manage Movable and Asset Management, Ensure effective of Travel Logistic Management, and Manage Transport 117 Administration. Develop the Business Plan for Sub-Unit, Appointment of Bid Committees in line with National Treasury Guidelines. Manage the compilation of bid documents and advertisements. Ensure all bids are advertised and published in the relevant plat form in terms of pertinent policies and regulations. Ensure effective management of the secretariat support function, Manage and monitor the Procurement Strategies for all Projects. Ensure Procurement Plan for all Projects is closely monitored and updated. Manage the War Room sessions with Line Managers. Manage all relevant registers involved in Acquisition Management. Have a knowledge of developing the Expression of Interest and two stage bidding. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage the administration of Tender Appeal for all prospective bidders. Manage the Pre-Audit and Post Audit of bids. Manage Provisioning and Logistics Management for all Order to be issued on BAS, Logis and Payment SAGE System. Manage travel, flight and accommodation for the Regional Office. Management and monitoring of directorate's budget. Management of procurement processes related to goods and services and including travel and accommodation. Management and monitoring of the Sub-Unit' budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Manage Movable Asset Management and ensure Asset Register is in place, Monthly Reconciliation of assets. Prepare monthly, quarterly and annual Financial Statements. Manage and deal with all audit queries from Internal and External Auditors. Manage and supervision of the staff.

**ENQUIRIES**

: Mr. M Mduba Tel No: (040-608 4246)  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**POST 17/106**

: **MECHANICAL ENGINEER (PROJECT MANAGER) REF NO: ECDOE ME04/05/2023**  
Programme: Physical Resource Management  
Directorate: Delivery  
(Re-advertisement)

**SALARY**

: Grade A: R795 147 CTC per annum, (OSD), Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

<b><u>CENTRE</u></b>	:	Provincial Office– Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	B-degree in Mechanical Engineering. Registration with the Engineering Council of South Africa (ECSA) as a Professional Mechanical Engineer and Registration as a Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP): Mechanical Engineer. Valid driver's licence. Computer literacy. Minimum of Three Years' experience post qualification. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
<b><u>DUTIES</u></b>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective Provide inputs to technical and functional norms and standards from an engineering perspective to be Mechanical Engineer Chief Engineer. issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance-based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plans and Reports. Determine requirements for built environment document management system from a Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations and maintenance. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from a mechanical engineering perspective. Provide inputs to life cycle costs from a mechanical engineering perspective. Develop maintenance programmes.\ 6. Provide engineering inputs to maintenance projects from a mechanical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mduba Tel No: (040) 608 4246

For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

- POST 17/107** : **ARCHITECT REF NO: ECDOE ARC07/05/2023 (X2 POSTS)**  
(Re-advertisement)  
Programme: Physical Resource Management Conditional Grant  
Directorate: Planning/Delivery
- SALARY** : R687 879 CTC per annum, (OSD)  
**CENTRE** : Head Office Zwelitsha  
**REQUIREMENTS** : Degree in Architecture as recognised by the South African Council for the Architectural Profession. Minimum of Three years' experience post qualification. Registration as a Professional Architect with the South African Council for Architectural Profession (SACAP) or as a Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP). Valid driver's license. Computer literacy.
- DUTIES** : Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realize the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for. Study professional journals and publications to stay abreast of new developments. Monitor and study the education the Department including interaction with relevant professional development boards/councils. sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
- ENQUIRIES** : Mr. T Monare Tel No: (040) 608 4246  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 17/108** : **TOWN AND REGIONAL PLANNER REF NO: ECDOE TRP08/05/2023**  
Programme: Physical Resource Management  
Directorate: Planning
- SALARY** : Grade A: R687 879 CTC per annum, (OSD), Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Provincial Office– Zwelitsha

<b><u>REQUIREMENTS</u></b>	:	B-Degree in Town and Regional Planning. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's Licence. Computer literate. Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and National Archives and Records Service Act of 1996.norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.
<b><u>DUTIES</u></b>	:	Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Assist to align town planning infrastructure modelling to the Departmental Service Plan. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP). Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Develop a ranking list /criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans (IDPs) of Local Government. . Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Validate land suitability and where Public Works do not fulfil its obligations as Custodian, validate the availability of land. Review utilisation of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP). Make input to prioritisation model(s) with inputs from all the professionals. Make input to the development of commissioning plans with inputs from all the professionals. Make inputs to Business Cases with inputs from all the professionals. Make inputs to the User Asset Management Plan and Strategic Briefs. Make inputs to the planning of school equipment and furniture. Development, interpretation and customisation of functional and technical norms and standards Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.
<b><u>ENQUIRIES</u></b>	:	Mr. M Monare Tel No: (040) 608 4246 For e-Recruitment Enquiries, email to: <a href="mailto:sanet.nieuwenhuys@ecdoe.gov.za">sanet.nieuwenhuys@ecdoe.gov.za</a> .
<b><u>POST 17/109</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: ECDOE ADPA09/05/2023</u></b> Programme: Physical Resource Management Directorate: Physical Resource Planning & Property Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Provincial Office– Zwelitsha Relevant NQF 6 in Real Estate or Property Management. Computer literacy. Minimum of Three Years' experience post qualification at supervisory level (level 7/8). PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public

Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Must have valid driver's license.

**DUTIES**

: Land Affairs and Immovable Asset Register. Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets (land and buildings) for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets (land and buildings) for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. 5. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. 4. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Schools Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. 6. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**ENQUIRIES**

: Mr. M Monare Tel No: (040) 608 4246  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**OFFICE OF THE PREMIER**

**APPLICATIONS**

: Applicants can apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/>; <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](mailto:recruitment@ecotp.gov.za) No faxed will be accepted, No Hand Delivered applications will be accepted

**CLOSING DATE**

: 02 June 2023. Applications received after the closing date will not be considered.

**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](http://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. 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 CoGTA 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 have obtained 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>. This certificate is to be submitted on the interview day. 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. Persons with disability and people from previously disadvantaged groups and youth are encouraged to apply. Employment equity targets of the department will be adhered to.

#### **MANAGEMENT ECHELON**

<b><u>POST 17/110</u></b>	:	<b><u>CHIEF DIRECTOR: HRM&amp;D REF NO: OTP 01/05/2023</u></b>
<b><u>SALARY</u></b>	:	R1 305 051 - R1 563 948 per annum (Level 14), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office: Bhisho
<b><u>REQUIREMENTS</u></b>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Human Resources Management, Public Administration /Management, or any other related field. Minimum 5 years' experience at Director level within a Human Resources environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of policy analysis, policy development and policy implementation and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public finance management; Knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management; Knowledge of the latest advances in public management theory and practice; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Key competencies: - Strategic Thinking; Applying Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Managing Interpersonal; Conflict Management; Problems Solving; Organising; Decision Making; Project Management; Team Leadership; Communication (verbal & written).
<b><u>DUTIES</u></b>	:	Oversee the management and coordination of the implementation of HRD & PMDS as well as Human Resource Planning, Talent Management (including recruitment and Selection, Attraction, Retention and Career Management), Employment Relations and Employee Wellness Programmes. Oversee and ensure that provincial HRM & D policies are developed and implemented to

enable service delivery. Oversee the monitoring of policy compliance and the quality of decision making in the context of people management. Ensure improvement in the effectiveness of HRM & D practices and processes in the provincial government in the areas of HRD, PMDS, Talent Management, ER, EW through, inter alia, functional fora, Provincial HRM & D Forum, technical advice and targeted interventions and support. Oversee the facilitation, coordination and monitoring of public service capacity building programmes in the province through the departmental Workplace Skills Plan (WSP) and in line with the departmental strategic plan and the Provincial Development Plan (PDP), Strategic Skills and special projects. Oversee the implementation of PMDS in the provincial departments to ensure effective and efficient service delivery. Ensure the facilitation of the development and implementation of credible HR Plans and Talent Management Strategies that are aligned to the strategic plans and service delivery requirements of the departments. Develop mechanisms that promote the realisation of HR efficiencies through, inter alia, CoE reduction processes, centralised recruitment/ advertising, e-recruitment etc. Ensure the facilitation of the improvement of employment relations practices in the province by providing strategic and technical support in the management of labour relations in the departments. Promote the maintenance of employee wellness in the province by facilitating the provision of strategic and technical support in the management of integrated employee wellness in the departments. Lead and guide the implementation of organisational development services and change management programmes in the province. ensure the provisioning of consultation services by conducting diagnostics aimed at evaluating institutional efficiency, effectiveness, and performance issues in partnership with client departments, oversee the implementation of appropriate interventions. Oversee the provision of consultancy services on the development of service delivery models & organizational structures of provincial departments. Oversee the management and coordination of job evaluation services in the province. Oversee the promotion, facilitation and the implementation of Batho Pele programmes. Oversee the coordination of the implementation of transformation programmes through change interventions to improve the culture and quality of the public services. Lead and guide the coordination of the implementation of the Public Service Operations Management Framework in the province. Oversee the conducting of diagnostics to identify service delivery blockages and facilitate the development and implementation of corrective measures. Oversee the conducting of business process improvement and development of Standard Operating Procedures in the provincial departments. Ensure the provisioning of consultation services by conducting productivity measurement improvement and management in the departments. Oversee the development and maintenance of Service Delivery Charters and Service Delivery Improvement Plans and monitor the implementation thereof. Ensure the formation of partnerships and provision of technical advice to service delivery departments working towards the development and implementation of turn around initiatives. Ensure capacity building on the Operations Management Framework in the province. Lead the monitoring and reporting on compliance regarding HRM&D Programmes and projects; provisioning of HR Management Information Systems Oversight and co-ordination of various HRM & D initiatives, including HOD Career incidents. Oversee the monitoring of the implementation of the HRM Compliance and Accountability Framework and any other frameworks as well as the reporting thereof. Oversee the provisioning of strategic HRM information and the overall improvement, monitoring and reporting on the integrity of HR Management Information Systems in the province e.g NMIR, PERSAL management and clean up. Oversee the management of career incidents across the employee life cycle of HoDs for example, recruitment, employment relations issues, training, PMDS etc. Promote the maintenance of harmonious employment relations in the province by engaging and consulting within the PSCBC, GPSSBC, sectoral councils and other relevant forums. Oversee the implementation of strategic and special skills development programmes and projects in the province in line with the PDP. 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 (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mafu at: 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/111</u></b>	:	<b><u>DIRECTOR: PERFORMANCE MONITORING AND REPORTING (SOCIAL TRANSFORMATION CLUSTER) REF NO: OTP 02/05/2023</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum (Level 13), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office: Bhisho
<b><u>REQUIREMENTS</u></b>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Social Sciences/Public Administration /Development Studies or relevant field. An additional qualification in Monitoring and Evaluation/ Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in performance monitoring 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 of social facilitation. 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.
<b><u>DUTIES</u></b>	:	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 provide support to government institutions. 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 (PDP's) 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 are of responsibility.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/112</u></b>	:	<b><u>DIRECTOR: INFORMATION COMMUNICATION &amp; TECHNOLOGY REF NO: OTP 03/05/2023</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum (Level 13), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office: Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, an NQF Level 7 as recognized by SAQA (B. Tech/Degree/Advanced Diploma) in ICT (Informatics or Computer Science) or related field. Minimum 5 years' experience as Deputy Director in ICT related field. Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.
<b><u>DUTIES</u></b>	:	Coordinate and monitor the development and implementation of ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, directives, standards and implement best practices, such as ITIL, CoBIT, etc. Continuously evaluate the understanding and adherence to governance standards. Coordinate the review and implementation of disaster management/business continuity plans. Review ICT policies and standard operating procedures (SOPs) covering the full range of ICT activities on an ongoing basis. Facilitate the reporting to internal and external stakeholders according to functional and stakeholder needs. Monitor compliance with DPSA and other established frameworks, directives, guidelines, directives and prescripts: Manage the facilitation and implementation of awareness campaigns on ICT Governance related frameworks, guidelines, and prescripts. Coordinate the identification and provision of ICT training requirements (e.g., on disaster management/business continuity plans, etc.). Monitor the adherence and compliance to ICT policies and procedures. Facilitate the identification of ICT related risks and development and management of an ICT Risk Register. Report non-compliance and make recommendations on mitigating strategies to relevant structures (e.g., PGITOC, G & A Cluster and Departmental HODs). Manage the development of Provincial Digital Transformation Strategy and its cascading: Manage and monitor the gathering of Business Analysis and Business User needs. Manage the Business Process Mapping requirements. Manage the drafting of requirements documentation for the development and implementation of ICT systems. Manage the analysis of information gathered from multiple sources, reconcile, and package for strategic decision making. Serves as the conduit between the customer community (internal and Provincial Departments) and the Business Analysts, software development team through which requirements flow. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>

## OTHER POSTS

- POST 17/113** : **SPECIALIST STATE LAW ADVISOR: LEGAL COMPLIANCE SERVICES**  
**REF NO: OTP 04/05/2023**  
Purpose: To manage the Legal Compliance Services Directorate and to provide legal advice; draft contracts and agreements; capacitate government officials on certain laws
- SALARY** : R1 408 245 – R2 126 112 per annum (LP 10 - OSD)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 10 years' appropriate post qualification advisory experience (experience in drafting of contracts and agreements will be an added advantage). Applicants must understand the public service prescripts/laws and its application. The following key competencies are essential: Sound knowledge in commercial, constitutional and administrative law, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws. Drivers licence is required.
- DUTIES** : Drafting and vetting of contracts and agreements. Providing advice and legal opinions to the Office of the Premier and provincial government departments. Co-ordination and support in legal compliance in the Province, especially in relation to the implementation of PAIA and POPIA. Reporting on constitutional court judgments. Liaising with the State Law Advisors, Legal Administration Officers, State Attorneys and other internal and external stakeholders. Manage area of responsibility: Manage and co-ordinate the effective and efficient running of the Legal Advisory Services directorate. Manage the review of the Legal Advisory Services directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legal Advisory Services directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legal Advisory Services directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legal Advisory Services directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legal Advisory Services directorate within set timeframes. Manage all staff and report of their performance.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at Tel No: 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 17/114** : **DEPUTY DIRECTOR: FINANCIAL PLANNING AND BUDGETING REF NO:**  
**OTP 05/05/2023**
- SALARY** : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate, an NQF Level 7 as recognised by SAQA in Accounting / Management Accounting / Financial Management. Minimum 3 years' experience as Assistant Director in Budget. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts: Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Public Service Act, Understanding of Budget Management best practices. Knowledge of the Budget Management Systems. A valid driver's licence.
- DUTIES** : Plan and coordinate departmental budget process: Develop the plan for budget cycle. Facilitate and coordinate the analysis and consolidation of MTEF budget, adjustment estimates and submission of roll-over funds. Consolidate departmental priorities and projects include them in the budget. Manage the accurate capturing of MTEF budget in the data base and BAS. Manage

accurate capturing of adjustment estimates. Check alignment of responsibilities and objectives on BAS with PERSAL and rectify if necessary. Manage the process of monitoring the departmental budget: Analyze, coordinate and consolidate the departmental annual cash flow projections. Analyze expenditure trends and discuss with programme managers. Monitor confirmation of budget availability to ensure that expenditure is within allocated parameters. Advise programme managers on misallocations and long outstanding commitments for rectification purposes. Ascertain correct allocation of expenditure and that all necessary documents are attached, and payments are compliant with prescribed regulations. Analyze and consolidate departmental IYM report including variance explanation. Manage budget and expenditure misallocations. Verify and confirm that approved shift and virements are captured accurately in BAS, IYM and expenditure reports. Manage the provision of budgetary support services to the department: Manage the provision of budgetary support, analysis, advice and guidance. Attend to budget enquiries promptly. Provide training to departmental officials on budget related issues. Generate financial management reports: provide weekly BAS reports to programme managers. Manage the allocated resources of the sub-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 (PDP's) 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 are of responsibility.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/115** : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: OTP 06/05/2023**

**SALARY** : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior certificate, Degree /Advanced National Diploma in Financial Management or any relevant qualifications at NQF level 7 as recognized by SAQA. Minimum 5 years' experience of which 3 years must have been at an Assistant Director Level. In-depth knowledge of investment and cash management, BAS System, PERSAL, Economic Reporting Framework (ERF), In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, Accounting Systems and DPSA Circulars. A valid driver's license.

**DUTIES** : Provide BAS System support in the Department: Create and maintain segment detail structure for the purposes of Budget capturing and PERSAL integration. Coordinate the implementation and maintain workgroups and workflows to ensure segregation of duties. Coordinate the implementation and maintenance departmental chart of accounts (code structure). Maintain user account management i.e. security profile. Maintain a communication link between Logik - National Treasury and the department. Coordinate the provision of BAS training for departmental BAS users. Investigate issues experienced by users and consultation with Provincial and National Treasury where requested in order to rectify any challenge. Provide exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Coordinate the closing of the month and financial year. Preparation of weekly and monthly financial reports: - Coordinate the preparation of weekly and monthly cash-flows and revenue IYM. Monitor and confirmation of Exchequer releases. Reconcile revenue for the purposes of quarterly and

financial year end. Verify BAS, LOGIS integration reconciliation and petty cash. Render guidance on month and year end procedures and advise on Financial Statements. Manage area of responsibility: Review Systems Administration Sub Directorate's performance and make recommendations to improve the efficiency and effectiveness. Report on Systems Administration Sub Directorate's information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Systems Administration Sub Directorate. Ensure that performance agreements and development plans are developed and implemented for subordinate(s) within set timeframes. Ensure that subordinate(s) performance are managed on a daily basis and that Performance Assessments of subordinate(s) in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. 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 that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/116** : **BRANCH COORDINATOR: DEPUTY DIRECTOR GENERAL: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT REF NO: OTP 08/04/2023**

**SALARY** : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE REQUIREMENTS** : Head Office: Bhisho  
A National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Finance / Human Resources / Project Management / Business Studies / Public Administration or Management. Minimum three (3) years' experience at Assistant Director Level in a relevant field. Ability to communicate with people at different levels and from different backgrounds with tact and discretion. Good Report writing skills and telephone etiquette. Computer Literacy. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Self-Management, motivation and knowledge of financial administration. A valid code EB driver's licence.

**DUTIES** : Perform administrative activities and co-ordinate the DDG's programme according to operational needs, policies and procedures: Scrutinize documents to determine actions/information/documents required; Collect and compile information about issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made. Prepare briefing notes as well as other documentation, including presentations to be made by the DDG in various platforms.; Compile the agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate, follow-up and compile reports of a transversal nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components, to oversighting bodies, etc.); Analyse Sub-Programme performance and statutory reports for the necessary feedback; Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS members in the Branch. Liaise with relevant stakeholders to ensure integration of programmes, Coordinate parliamentary enquiries. Provide general support services in the office of the DDG: Set up and maintain effective administration and governance systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; Oversee the management of DDG's engagements Coordinate and support Working Group/s convened by the DDG. Coordinate the Branch planning and reporting. Provide financial and other support activities to the

DDG to ensure adherence to protocols, policies and procedures: Determine and collate information about the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG about possible over- and under spending, Identify the need to move funds between items compile submissions for this purpose, Oversee responses drafted by the staff in the Branch Office on enquiries received from internal and external stakeholders; Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Draft responses for submission to internal and external stakeholders. Manage the allocated resources of the Sub-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 (PDP's) 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 own area of responsibility.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/117** : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: OTP 09/05/2023**

**SALARY** : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE REQUIREMENTS** : Head Office: Bhisho  
National Senior Certificate, an NQF 6/Level 7 qualification as recognised by SAQA in Industrial Psychology / Public Administration / Human Resource Management / Social Sciences / Industrial Engineering. Minimum 3 years' experience as Assistant Director in OD and Change Management. Knowledge: Change Management, Batho Pele principles, Knowledge of evolving OD principles and techniques, Project management, Policy analysis, development, implementation and review processes, in-depth knowledge of legislative framework that governs the Public Service. A valid code EB driver's licence.

**DUTIES** : Provide services to diagnose and evaluate institutional effectiveness: Conduct diagnostics aimed at evaluating constitutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical hands-on support to provincial departments. Evaluate institutional effectiveness and performance issues in partnership with client departments. Implement appropriate interventions to optimize process efficiencies. Support the development of Service Delivery Models and Organisational Structures of Provincial Departments: Provide technical and advisory support on service delivery models. Provide technical and advisory support on organisational re-structuring and re-engineering. Conduct validation of organisational structures and service delivery models with compliance of applicable legislation. Provide monthly, quarterly and annual report on the status of restructuring within the province. Provide support in the development, review and implementation of Provincial OD policy. Develop and maintain a provincial database of organizational structures and job evaluation. Facilitate capacity building of OD Practitioners in the province. Facilitate and coordinate change management programmes. Facilitate the implementation of the provincial department's change management plan. Drive the transformation agenda and do regular checks. Coordinate job evaluation services in the province: Provide support in the development, review and implementation of job evaluation policy. Develop and monitor the implementation of JE procedure manual. Monitor the effective functioning of departmental JE structures. Provide monthly, quarterly and annual reports on the status of JE in the province. Coordinate the development of job description in line with the applicable norms. Facilitate capacity building of OD Practitioners in the province. Ensure the functionality and effectiveness of the provincial OD



Forum. Provide advice, guidance and technical hands-on support to provincial departments on job evaluation, where required or requested. Promote and facilitate the implementation of Batho Pele Programmes: Facilitate and coordinate Batho Pele and Culture Change provincial forums. Conduct audits for Batho Pele processes and surveys and submits relevant reports to relevant authorities. Facilitate the Implementation of the Batho Pele Revitalisation Strategy Implement organisational change and transformation programmes: Facilitate the implementation of a provincial transformation strategy in line with the national guidelines. Facilitate the development and implementation of a provincial change management strategy and plan and monitor the implementation thereof in provincial department. Facilitate and coordinate change management programs through change interventions to improve the culture and quality of the public service. Conduct diagnostics aimed at evaluating institutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical support to provincial departments with the development of service delivery improvement plans and service delivery charters: Facilitate and provide hands-on support to the provincial departments on the selection of the appropriate key Services that are aligned to the Provincial Development Plan and Provincial Priorities for Improvement. Capacitate the Provincial Departments on the development service of delivery improvement plans (Training Workshops, One on one engagements, and consultative sessions). Capacitate Provincial Department on the implementation of the Service Delivery Improvement Plan to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Confirm the validation of Service Delivery Improvement Plans to ensure compliance with the DPSA toolkit. Facilitate the process of submitting Service Delivery Improvement Plans to DPSA. Monitor the implementation of the SDIP's by the National Departments based in the province. Capacitate provincial Departments on the Development of the service standards and service delivery charters. Co-ordinate and provide hands-on support to Provincial Departments to cascade the Service Standards and Service Delivery Charter to district level. Provide hands-on support in the development of Service Standards and Service Delivery Charters at Local Government Sphere (Municipalities). Consolidate the provincial department's Service Standards and develop the Provincial Service Delivery Charter. Develop the Provincial Generic Service Standards. Ensure the cascading of the provincial charter to all provincial departments including their districts. Ensure the validation of the Service Standards and Service Delivery Charter to ensure compliance with the current Provincial Priorities. Conduct audits to ensure publishing and display of the Service Delivery charters. Develop district specific service standards. Provide support with the roll-out of the Public Service Operations Management Framework: Review of the Public Service Operations Management Framework. Capacitate provincial departments on the implementation Public Service Operations Management Framework. Facilitate and support the Provincial Departments to Business Process Management and Standard Operating Procedure. Consult Provincial Departments on the implementation of service delivery improvement related matters. Ensure adherence of Provincial Departments to service delivery improvements programs by providing training, mentoring and hands-on support. Render support with the development and submission of the Service Delivery Improvement Programs implementation reports by departments. to OTP. Consolidate the reports for onward submission to DPSA and DPME. Monitor the display of Service Standards, Service Delivery Charter by service delivery sites.

- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 17/118** : **DEPUTY DIRECTOR: RAPID RESPONSE (CIVIL ENGINEER) REF NO: OTP 07/05/2023**
- SALARY CENTRE REQUIREMENTS** : R795 147 – R847 221 per annum, (OSD- all-inclusive remuneration package)  
: Head Office: Bhisho  
: National Senior certificate, Degree in Civil Engineering/BTECH /BSC. Five years post-registration experience required. Compulsory Registration with the Engineering Council of South Africa. A valid Driver's license. Programme and Project Management. Quantity Survey Legal and operational compliance.

		Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement.
<b><u>DUTIES</u></b>	:	Quality Survey analysis effectiveness: Perform final review And approval or audits on civil Designs, co-ordinate quality Civil Engineering efforts and integration across discipline to ensure seamless integration with current technology Maintain civil engineering survey operational effectiveness: Manage the execution of civil engineer strategy through the provision of appropriate structures, systems and resources, Set civil engineer standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor civil engineer effectiveness according to organizational goals to direct or redirect civil engineer survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the civil engineer environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and manage the compilation added value of the discipline – related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey according to organizational needs and requirements and Manage subordinates' key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at Tel No: 060 584 4059 For e-Recruitment Enquiries: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 17/118</u></b>	:	<b><u>GIS ANALYST REF NO: OTP 10/05/2023</u></b>
<b><u>SALARY</u></b>	:	R687 879 – R739 509 per annum, (OSD-all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Head Office: Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate with an NQF Level 7 qualification recognised by SAQA or Degree or Advanced Diploma in GISc or equivalent qualification. Compulsory Registration to PLATO as a GIS Technologist. Minimum of three years post-qualification experience in corporate GIS Technology work environment. Knowledge Required: Advance knowledge in designing and developing spatial - running on Windows/ SQL Server and Linux / PostgreSQL environment. Knowledge of GIS data management issues. Understand relevant spatial information legislation, i.e. SDI Act, NSIF policies, etc. Knowledge of the internal policies regarding all sections/departments. Key Competencies: Applied Strategic Thinking, Communication and Information Management, Customer Focus and Responsiveness, Networking and Building Bonds, Project Management, Problem Solving and Decision Making and Team Leadership. A valid driver's licence, Code EB.
<b><u>DUTIES</u></b>	:	Design, Plan And Perform Gis Analyses To Address The Strategic Objectives Of The Provincial Departments. Develop spatial information applications according to the policies and procedures of OTP. Develop relevant spatial models according to stakeholder requirements. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata onto the OTP website. Coordinate the design, development and creation of geospatial Web Applications. Conduct analysis and visualisation of data to meet the stated requirement and specifications. Manage and implement processes and procedures in terms of aerial and satellite images. Facilitate The Implementation Of Gis Systems To Maximise The Availability Of Information According To Stakeholder Requirements. Perform system audits and conduct a need analysis in terms of GISc Technology requirements. Develop and implement project plans, according to

the operational and project requirements to ensure delivery within the agreed timelines. Draft Terms of Reference for GIS projects to ensure the parties involved share and accomplish a common goal. Continuously Monitor Trends And Developments In Gis Systems To Recommend Appropriate Interventions. Research, investigate and advise on the feasibility of the latest GIS technologies. Recommend and compile appropriate plans to respond to the research problem. Develop innovative methods/technologies for solving spatial data problems. Research and implement latest GIS standards. Develop training manuals for end users on skills regarding innovative GISc Technology. Manage and implement knowledge sharing initiatives e.g. short-term assignments within and across operations, in support of individual development plans, operational requirements and return on investment.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/119** : **ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT SYSTEMS**  
**REF NO: OTP 11/05/2023**

**SALARY** : R424 104 - R496 467 per annum (Level 09)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior certificate, a Degree / National Diploma qualification in HRM / Public Management / Public Administration or any related field and PERSAL Certificates in Introduction, Establishment Administration (proof of certificates must be attached) Minimum 3 years' experience in an HR environment. A valid driver's licence, Code EB. Knowledge of PERSAL. Ability to work under pressure and work with numbers, ability to conceptualize client requirements, and be able to effectively communicate with senior officials. Good communication skills (written and verbal skills) and a good command of the English language. In-depth understanding of the legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures, In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making and Project Management.

**DUTIES** : Maintain Personnel Information System; Provide support with monitoring and provide reports on HR Information; Maintain post establishment on PERSAL; Provide support with effective PERSAL Management and infrastructure; Maintain the allocated resources of the unit in line with legislative and departmental policies and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/120** : **ASSISTANT DIRECTOR: OFFICE OF THE DDG (EXECUTIVE SUPPORT & STAKEHOLDER MANAGEMENT) REF NO: OTP 12/05/2023**

**SALARY** : R424 104 - R496467.per annum (Level 09)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management or related field. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8 within the relevant environment. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's licence, Code EB.

**DUTIES** : Support the Office of the Provincial Planning and Monitoring:- Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and

support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Provincial Planning, Monitoring and Evaluation Branch Office. Support the Deputy Director General administratively on the implementation of programs. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Co-ordinate the Branch administrative & governance activities:- Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.

**ENQUIRIES** : Ms N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at Tel No: 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/121** : **ASSISTANT DIRECTOR: OFFICE OF THE DDG (GSCID) REF NO: OTP 13/05/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Head Office: Bhisho  
: National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management or related field. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8 within the relevant environment. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's licence, Code EB.

**DUTIES** : Support the Office of the Provincial Planning and Monitoring:- Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Provincial Planning, Monitoring and Evaluation Branch Office. Support the Deputy Director General administratively on the implementation of programs. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Co-ordinate the Branch administrative & governance activities:- Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the

- Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 17/122** : **ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND EVALUATION DATA SYSTEMS REF NO: OTP 14/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Head Office: Bhisho  
: National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma in Public Administration/Social Sciences/Development Studies. A postgraduate qualification in Monitoring and Evaluation and or membership of SAMEA would be an added advantage. 3 years' relevant training and work experience in monitoring and evaluation. A valid driver's license. Knowledge and experience of working with data evaluation systems. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work independently with limited supervision, People management skills and computer literacy.
- DUTIES** : Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly Branch performance reports and supporting evidence. Analyze reports against planned targets. Developed quarterly dashboards to provide feedback to Management. Verify submitted evidence against reported progress for reliability, relevance and accuracy. Capturing and updating of data on the monitoring and evaluation. Make follow-up with provincial departments on outstanding and/or insufficient evidence for reported progress. Facilitate the consolidation and submission of quarterly performance reports. Provide support during audits of performance information; Participate and provide support to other activities of the Directorate.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 17/123** : **ASSISTANT DIRECTOR: PEOPLE WITH DISABILITIES REF NO: OTP 15/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Head Office: Bhisho  
: National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA – National Diploma or degree in Social Sciences/Public Management / Public Administration or related field. 3- 5 years of experience in working with Sector Groups. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work independently with limited supervision, People management skills and computer literacy. A valid driver's licence, Code EB.
- DUTIES** : Implement the Integrated Disability Programmes, focused on Deaf Persons according to Provincial and National government objectives. Administer a Database of Sign Language Interpreter according to relevant Policies and Procedures. Implement Capacity Building Programmes for Sign Language Interpreter and Government Officials in Sign Language according to Program objectives. Implement Capacity Building Programmes for Sign Language Interpreter and Government Officials in Sign Language according to Program objectives. Manage area of responsibility. Conduct quarterly inter departmental sessions to ensure responsive planning and budgeting framework for designated groups.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/124** : **ASSISTANT DIRECTOR: CHILDREN AND OLDER PERSONS REF NO: OTP 16/05/2023**

**SALARY** : R424 104 - R496 467 per annum (Level 09)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA – National Diploma or degree in Social Sciences/Public Management / Public Administration or related field. 3- 5 years of experience in working with Sector Groups. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work independently with limited supervision, People management skills and computer literacy. A valid driver's licence, Code EB.

**DUTIES** : Perform engagement sessions with stakeholders (children and older persons) to advocate and raise awareness on constitutional and legal rights of designated groups Facilitate capacitation empowerment engagement sessions for state institutions. Facilitate empowerment sessions for children and older persons. Conduct quarterly inter departmental sessions to ensure responsive planning and budgeting framework for designated groups. Assist with the implementation and monitoring of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/125** : **ASSISTANT DIRECTOR: YOUTH EMPOWERMENT REF NO: OTP 17/05/2023**

**SALARY** : R424 104 - R496 467 per annum (Level 09)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma in Economics/Social Sciences. 3 years' appropriate experience in entrepreneurship and economic development environment. A valid driver's license. Knowledge of policy interpretation and analysis; research; monitoring and evaluation Knowledge of Public Service Act and Regulations. Knowledge of PFMA and Treasury Regulations. Project management. Report writing. Verbal and communication skills. Interpersonal skills. Presentation skills. Computer skills.

**DUTIES** : Co-ordinate economic empowerment programmes to facilitate the creation of job opportunities in the province: Coordinate the development and growth of youth-owned and managed enterprises in the province. Coordinate with Youth Agencies and other stakeholders on the creation of job opportunities for youth in the province. Coordinate economic empowerment programmes for the youth offered by stakeholders in the province. Monitor and evaluate economic empowerment programmes to ensure alignment with same objectives. Report on economic empowerment programs. Co-ordinate, facilitate and monitor the economic development programmes for the youth: Encourage mainstreaming of youth enterprise development in the provincial line departments and within the economic departments, covering all their respective programmes, policies and strategies and report progress. Facilitate the implementation of youth enterprise development in the province, coordinate with municipalities and report progress to the internal and external relevant institutions such as DTI, SMME Department, etc. Facilitate partnerships with the private sector and youth organisations in their endeavour to support the development and growth of youth enterprises. Coordinate, monitor, review, and collate data and report progress made on youth enterprise development in the province, including progress made by agencies and municipalities. Participate in the provincial co-ordination committee on youth economic empowerment to share information on best practices and report progress. Establish a provincial database on youth enterprise development and entrepreneurship linked and aligned to the database of the dti; Monitor and evaluate the impact of economic development programmes for the youth. Report on economic development programmes. Facilitate creation of business awareness amongst young people, including entrepreneurship development: Coordinate the development and

implementation of business awareness initiatives amongst youth. Facilitate and promote entrepreneurship development amongst the youth in the province. Monitor and evaluate business awareness and entrepreneurship development initiatives in the province. Report on business awareness and entrepreneurship development initiatives in the province. Analyse opportunities in the Agricultural sector to develop participating opportunities for youth through agro-processing: Identify and engage with relevant stakeholders in the agricultural sector on opportunities for youth in agro-processing. Co-ordinate with agricultural sectors to develop and implement youth participation programmes in the agricultural sector. Promote the youth participation programmes in the agricultural sector amongst youth in the province Monitor and evaluate youth participation programmes in the agricultural sector. Report on the effectiveness of the youth participation programmes in the agricultural sector.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/126** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 18/05/2023 (X2 POSTS)**

**SALARY** : R424 104 - R496 467 per annum (Level 09)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA or National Diploma in Social Sciences/Public Administration. 3 years' appropriate experience in Intergovernmental Relations, policy Development and Co-ordination of Programmes. Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills. A valid driver's license.

**DUTIES** : coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward-based planning integrated service Delivery Model (ISDM). Assist in the coordination and organisation of EXCO outreach Programme in the line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts and all local municipalities. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/127** : **ASSISTANT DIRECTOR: CLUSTER CO-ORDINATION REF NO: OTP 19/05/2023 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Head Office: Bhisho  
: National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA - National Diploma or degree in Social Sciences/Public. 3 years' experience in Intergovernmental Relations, Policy Development and Coordination of Programmes. Added advantage, Knowledge of the Government Cluster System, programmes and coordination thereof. Proficiency in coordination and administration of key performance areas. Manage and maintain accurate electronic data management. Knowledge of relevant legislation, policies and prescripts in cooperative governance, policy analysis and development, and stakeholder relations and administrative knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and awareness, proficiency in Microsoft Office, good presentation & negotiating skills and report writing skills. A valid driver's license.

**DUTIES** : Strengthen and monitor the functionality of working groups: Develop and redefine Terms of Reference (TOR) of the Working Groups; Coordinate appointments of working group members and convenors; keep and maintain accurate records; Manage and facilitate functionality and integration of working groups; Develop and maintain an Integrated annual schedule of Cluster Working Groups in correlation to the Cluster (Cabinet) reporting schedules. Assist in the monitoring of priority projects: Facilitate the implementation monitoring and reporting principles and practices; Monitor the implementation of government programmes and projects; Ensure and prepare government programmes and projects reporting services; Assist in coordination and maintain M&R frameworks and systems. Provide secretariat services to working groups: Support the monitoring and implementation of the POA, through working groups and cluster meetings; Provided technical support in preparation for cluster and cab com meetings; Assist with the development of quarterly and Annual Report on POA; Assist with the coordination and validation of the reports submitted by departments; Provide feedback working group meetings on the Coordinate & collate reports submitted by Departments and verifying if targets have been met, as per the POA; Provide Support to management pertaining to response from issues emanating from findings and recommendations reports or emanating from meetings.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/128** : **ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 20/05/2023**  
(Economic Development, Social Transformation and Governance and Administration Clusters)

**SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Head Office: Bhisho  
: National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA - National Diploma or degree or any relevant qualification, i.e. Public Administration/ Development Studies/ Social Science/ Economics/ Development Economics. 3 years' experience in the strategy and development planning environment in the public service. Knowledge Required: knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). A valid driver's licence, Code EB.

**DUTIES** : Co-ordination of the integrated Provincial medium and Long term Strategic Plans. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals



(SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Collaborate with different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Support the implementation of POA through the Cluster system. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Coordinate the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof to drive the implementation of the Infrastructure Plan. Support the development of Provincial Short term Strategic goals. Support the departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) to ensure alignment to provincial priorities and conformance to planning frameworks. Assist in the analysis of the provincial plans and IDPs to ensure alignment with government priorities and sectoral plans. Support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/129** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: OTP 21/05/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Head Office: Bhisho  
: National Senior Certificate, NQF 7 - Bachelor's Degree/Advanced National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/ Public Management / Commerce/ Business Management / Accounting/ Law with at least three (3) years relevant experience in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge And Skills: Knowledge of Supply Chain Management, Demand and Acquisition management processes, Contract Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.

**DUTIES** : Contracts and Service Level Agreements drafting Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Analyse bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files Maintain an up-to-date departmental contract register. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors'/ service providers. Implement SCM audit plan Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 17/130** : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER**  
**REF NO: OTP 22/05/2023**

**SALARY** : R294 321 – R320 304 per annum (Level 07)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate with NQF 6/7 as recognised by SAQA – Diploma / Degree in Financial Management / Public Finance / Finance Accounting / Administration or any other related field with minimum 3 years' experience in relevant area. Understanding and application of the Public Finance Management Act, National Treasury Regulations, Public Service Regulations, National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies and other relevant acts, policies and regulations.

**DUTIES** : Provides a Secretarial/Receptionist support service to the CFO: Receive telephone calls in an environment where, in addition to the calls for the CFO, discretion is required to decide to whom the call should be forwarded. Perform advanced typing work, Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, Coordinate with and sensitizes/advises the manager regarding engagements, Compile realistic schedules of appointments. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the CFO, Ensure the safekeeping of all documentation in the office of the CFO in line with relevant legislation and policies, Obtain inputs, collates and compiles reports, e.g.:Progress reports, Monthly reports, Management reports, Respond to enquiries received from internal and external stakeholders, Draft documents as required, File documents for the manager and the unit where required, Collect, analyse and collate information requested by the CFO, Ensure that travel arrangements are well coordinated, Prioritise issues in the office of the CFO, Manage the leave register, Handle the procurement of standard items like stationary, refreshments etc for the activities of the CFO, Obtain the necessary signatures on documents. Provides support to CFO regarding meetings: Collect and compile all necessary documents for the CFO's meetings and distribute to relevant stakeholders, Record minutes/decisions and communicates to relevant role players, follow-up on progress made, Coordinate logistical arrangements for meetings when required. Supports the CFO with the administration of the Unit's budget: Keep record of expenditure commitments, monitors expenditure and alerts CFO of possible over- and under spending., Check and correlate BAS/LOGIS reports to ensure that expenditure is allocated correctly, Identify the need to move funds between items, consults with the CFO and compiles draft memos for this purpose.

**ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059  
For e-Recruitment Enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Be forwarded to: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and 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: [Thelisiwa.nkonyile@ectreasury.gov.za/](mailto:Thelisiwa.nkonyile@ectreasury.gov.za/) Or [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs), eMail 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 Fri). Refer all application related enquiries to the specified contact person.

**CLOSING DATE** : 02 June 2023  
**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](http://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. Non-RSA Citizens/Permanent Resident Permit Holders must submit a copy of his/her Permanent Residence Permit when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate

from the South African Qualification Authority (SAQA). 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 three (3) months 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 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. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry-level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For SMS (Senior Management Service) Posts: Females will be given preference. 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 have obtained a pre-entry Certificate 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>. This certificate is to be submitted on the interview day. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Should an application be received using the incorrect application for employment (Z83), it will not be considered. Applications received after closing date will not be considered.

#### **MANAGEMENT ECHELON**

<b><u>POST 17/131</u></b>	:	<b><u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 01/05/2023</u></b> Purpose: To manage the provision of Financial Administration and Accounting Services in the Department.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive) Bhisho A Three year Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Accounting/Public Finance or relevant field coupled with 7 years' experience Finance or related field at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service Understanding and application of the following prescripts. Public Finance Management Act - DORA - Treasury regulations. Treasury / Practice Notes, Treasury & DPSA Circulars. General Accounting Principles Guidelines and Frameworks Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS. 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. Programme management and financial management skill.

## **DUTIES**

: Manage Creditors Payments and Reconciliation of Accounts: Ensure management of settlement of creditors' accounts. Ensure the management of drawing and processing payment reports. Ensure the maintenance of accrual and invoice register. Ensure the management of reconciliation of creditors' accounts. Manage Salary Payments and Rebates; Ensure the management of authorising and processing of salary payments, deductions and terminations on PERSAL. Ensure the management of maintenance of departmental salary records. Ensure the management of rendering reconciliations between PERSAL and BAS. Ensure the management of salary pay-overs and statutory returns including tax. Manage The Provisioning of Departmental Bas System Control Support. Ensure the management of BAS information systems. Ensure the management of monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management of maintenance of accounts records. Ensure the management of rendering reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliation Treasury and Provincial Departments in relation to PFMA compliance. Manage The Provisioning of Debt and Revenue Management; ensure the management of revenue collection and receipting. Ensure the reviewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage Area of Responsibility: 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Implement and Manage 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 that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

## **ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi 060 573 5574  
For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).

## **OTHER POSTS**

### **POST 17/132**

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PT 02/05/2023**  
Purpose: To facilitate, execute internal audit assurance and consultancy engagements to support the implementation of the approved Internal Audit Operational Plan, provide assurance on governance, risk management and control processes in accordance with IIA Standards and legislative framework.

### **SALARY CENTRE REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Head Office  
: A Three year Degree (NQF level 7 as recognised by SAQA) in Internal Auditing / Accounting/Commerce coupled with Minimum of three (3) years' relevant work experience in Auditing environment must be at an officer Level (level 7 or higher). IAT/PIA/CIA designation would be an added advantage. Skills and Competencies: Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem solving skills. Analytical Thinker. Communication (verbal & Written). Computer Literacy.

- DUTIES** : Facilitate the Compilation / Reviewal of Reports on Audit Projects; Review, collect information and compile reports to the accounting officer and audit committee. Assist in planning, execution, communicating the result of planned and adhoc projects via written reports and oral presentations to management and the audit committee. Assist in implementing, monitoring and reporting on the Quality Assurance Improvement Programme (QAIP). Develop and maintain productive client and staff relationships. Participate in the Development of Strategic Internal Audit Plans: Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Maintain Efficient and Effective Controls to Achieve the Objectives of the Department. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Render Support Services to ensure that the Internal Audit Activities are Aligned with Provincial Guidelines: Assist in the preparation of the budget for the IAA. Assist in ensuring that financial resources are utilised in line with the approved budget. Ensure that assets are managed, maintained and safeguarded. Manage Area of Responsibility: Maintain high standards by ensuring that the section produces excellent work in terms of quality/quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Work plans and Personal Development Plans (PDP's) for all subordinates developed and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely Performance Assessments of all subordinates.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574  
For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).
- POST 17/133** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF: PT 03/05/2023**  
Purpose: To facilitate the provisioning of Organisational Risk and Integrity Management Services in the department.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Head Office  
: A Three-year Degree (NQF level 7 as recognised by SAQA) in Internal Audit/ Risk Management coupled with Minimum of three (3) years' relevant work experience in Risk Management environment must be at an officer Level (level 7 or higher). Skills and Competencies: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Barn Owl Risk Management System. Risk Management Strategy. Diversity Management. Managing Interpersonal. Conflict and Resolving Problems Planning and Organising. Problem Solving. Decision Making. Problem solving skills. Analytical Thinker. Communication (verbal & Written). Computer Literacy.
- DUTIES** : Facilitate the Development of Departmental Risk Management Strategy: Obtain inputs from stakeholders. Assist in researching best-practice for review and inclusion in the Risk Management Framework. Assist in communicating the approved departmental strategy / framework. Facilitate The Effective Implementation of the Departmental Risk Management Strategy: Assist in the development of departmental risk profile. Conduct bi-annual departmental risk assessment. Support department with the compilation of the mitigating action plans. Facilitate the reviewal of the implementation of action plans to reduce risk. Facilitate Submission of Accurate and Timeous Management Reports: Communicate the deadlines for the reports and follow-up on outstanding reports. Assess the adequacy of the risk management reviews from the reports.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574  
For technical glitches send an email to: [Thehiswa.nkonyile@ectreasury.gov.za](mailto:Thehiswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).

**POST 17/134** : **ASSISTANT DIRECTOR: DATA MANAGEMENT & BUDGET SYSTEMS REF NO: PT 04/05/2023**  
Purpose: To co-ordinate the provision of financial and non-financial data and budget systems relating to provincial departments and entities.

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Head Office  
: A Three year Degree (NQF level 7 as recognised by SAQA) in Financial Information Systems / Information Systems / Computer Science / with Minimum of three (3) years' relevant work experience in IT / Finance environment must be at an officer Level (level 7 or higher). Skills and Competencies: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Budgeting preparation and analysis. SharePoint, SQL, Financial Systems (BAS, PERSAL, Vulindlela). Programming in Microsoft Visual Studio Platform. Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation, Computer Literacy.

**DUTIES** : Co-Ordinate the Budget Consolidation Process and provide support on publications review and improve on previous Year's Internal Budget Process for with internal stakeholders: Coordinate the publication of the provincial Division of Revenue Act (DoRA) and transfers to Local Government & Public Institutions. Coordinate activities relating to the customisation of the main budget databases (MTEC & EPRE); the compilation of the main budget tables (MTEC & EPRE) and the EPRE departmental chapters (Votes). Coordinate the publication of the Estimates of Provincial Revenue and Expenditure (main and adjusted) books. Coordinate the capacitation of internal units and Budget Analyst on the advanced features of applications so that they can effectively support the departments. Consolidate the assessment and evaluation of training interventions undertaken on budgeting and expenditure monitoring functions and take the appropriate corrective action. Co- Ordinate National Treasury Reports: Coordinate and consolidate the monthly IYM reports submissions for provincial departments. Coordinate and consolidate the annual Cash flow Projections for provincial departments Coordinate Quarterly Performance Reports (QPR) on nonfinancial data for submission to National Treasury and for publication on the department's website. Coordinate the periodic expenditure analysis reports on the position of the province. Contribute towards the Development and Management of Systems. Coordinate activities to develop and maintain provincial system of managing budget resources, information and a system of compilation of the provincial budget. Contribute to the benchmarking of systems to enhance the budget process.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574  
For technical glitches send an email to: [Thehiswa.nkonyile@ectreasury.gov.za](mailto:Thehiswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).

**POST 17/135** : **LEGAL ADMINISTRATION OFFICER: OSD REF NO: PT 05/05/2023**  
(Fixed Term Contract Of 12 Months)

**SALARY CENTRE REQUIREMENTS** : R420 642 per annum (Level 09)  
: Head Office  
: An LLB or appropriate equivalent undergraduate recognized legal qualification NQF 7. At least 5 years' appropriate experience in litigation and advisory services. Admission as an Attorney. An applicant must be able to understand public service legal prescripts and its applications, to enable the management of litigation. Understanding of departmental policies and procedures. Ability to apply, interpret and research the law. Experience in drafting of legal opinions. Skills And Competencies: A valid driver's license. Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking.

- DUTIES** : Manage and coordinate litigation in favour of or against the department. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Render support to the Legal Services Unit by conducting research on new case law which impacts on medico-legal litigation. Conduct research on relevant legal prescripts and case law in order to provide sound legal opinions. Monitor and report on compliance with court orders in all provincial departments. Ensure departmental policies are in line with the applicable legal prescripts.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574  
For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).
- POST 17/136** : **NETWORK CONTROLLER: ICT MANAGEMENT REF NO: PT 06/05/2023**  
Purpose: To facilitate the provisioning of ICT infrastructure and operational network support and information Communications technology.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Head Office  
: National Senior certificate, a Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Systems / Information Technology and N+ coupled with Minimum of 3 years' experience in Network Administration. A valid driver's licence. CCNA or any networking certificate will be an added advantage. Skills and Competencies: It Systems and Support, Budget Process, Policy Development & Management Public Finance, ICT Procurement. Backup and Restore, Network Management. Project Management Planning and Organising, Research, Computer Literate, Good Communication Skills (verbal & written).
- DUTIES** : Maintain Network Management Systems. Provide support in design, installation, and maintenance of network infrastructure equipment and software. Analyse and resolve technical problems for established networks. Test and implement network, file server and workstation hardware and software. Document network infrastructure and critical component information. Install, configure and maintain network components. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services. Maintain accurate records of all maintenance, inventory, and security measures associated with the networks. Liaise with SITA and other departments to solve network problems. Maintain Network Infrastructure in the Department: Analyse and resolve technical problems for established networks. Test and implement network, file server and workstation hardware and software. Provide Support to Personnel in the Department; All network related queries are recorded and attended to timeously. All personnel in the department receive regular updates (emails and other communication), regarding updates and maintenance of the system. Maintain User Information on Departmental Servers: Establish user profiles, user environments, directories, and security for networks and networks being installed. Support users on network operation. Manage Area of Responsibility: 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 Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574  
For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).
- NOTE** : This Post is earmarked for a person with disability

**POST 17/137** : **PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 07/05/2023**  
(Fixed Term Contract of 12 Months)  
Purpose: Act as user type 2 for three centralised departments and support the user type1 in the carrying out of duties.

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Head Office  
: National Senior Certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Human Resource Management/ Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be submitted on the day of the interview. At least 2 years' experience in a PERSAL environment preferably in the monitoring and support area. Knowledge of regulations related to Human Resource Management. Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

**DUTIES** : Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision-making.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574  
For technical glitches send an email to: [Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs)

**NOTE** : This post is earmarked for a person with disability

**POST 17/138** : **ADMIN OFFICER: FISCAL POLICY OVERSIGHT REF NO: PT 08/05/2023**  
Purpose: To render an effective and efficient administrative services to the Chief Directorate.

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Head Office  
: National Senior certificate and A Three-Year Degree (NQF level 7) National Diploma (NQF Level 6 as recognised by SAQA) in Office Administration or in Economics coupled with Minimum of 2 years' experience in Administration, Budget or Economic Analysis environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service, Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette Understanding of Provincial Economic Policy, DORA, data analysis and Report Writing. Planning & organising. Good People Skills. Problem Solving. Communication (written and verbal).

**DUTIES** : Provide Secretarial / Receptionist Support Service to the Chief Directorate; Render secretarial services and management of diary for the Chief Directorate Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements.



Compile Schedules of all appointments. Coordinate And Render Administrative Support Services to the Chief Directorate: Ensure Effective Flow of Information And documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collets, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide Support to the Chef Director Regarding Meetings and Chief Directorate Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render Support in the Administration of the Chief Directorate's Budget: Collects and coordinate all documents related to the Chief Directorate budget - Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over and under spending Check against BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate Reports within the Chief Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate - Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, - Compile integrated IYM reports - Compile and integrate the budget - Validate the PMDS Submissions for the Chief Directorate - The Chief Director may direct you to coordinate the work of the directorate/s.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574  
For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).

**NOTE** : This Post is earmarked for a person with disability

**POST 17/139** : **COMMUNICATION OFFICER REF NO: PT 09/05/2023**  
(Fixed Term Contract of 12 Months)

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Public relations / Journalism majoring Communication coupled with Minimum of 2 years' experience in communications environment.

**DUTIES** : Conduct daily media monitoring. Maintain a database of media organizations and contacts within them. Market the departmental and provincial events. Maintain a database of media organizations and contacts within them. Manage the company's or organization's social media communications. Regularly meet with and conduct interviews with media personnel. Create and produce internal newsletters for the organization. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication. Manage the departmental social media communications. Facilitate and produce internal newsletters for the department. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).

**NOTE** : This post is earmarked for a person with disability

**POST 17/140** : **PROVISIONING ADMIN CLERK: LOGISTICS & INVENTORY REF NO: PT 10/05/2023**

Purpose: To render administrative support in the provisioning of Asset & Fleet Management Services in the Department.

**SALARY** : R202 233 per annum (Level 05)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior certificate or A three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Commerce / SCM / Procurement / Logistics coupled with Minimum of 1 year experience in Supply Chain Management environment. Extensive understanding with Certificate of LOGIS (Certificate (s) are essential). Skills and Competencies: Movable Asset Management. Procedure on internal and external transfers of assets. Physical verification. Disposal procedure. Safeguarding, Theft and losses management. LOGIS, BAS, Reconciliation. Planning and organising, Computer Literate.

**DUTIES** : Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets. Maintain and update departmental asset register. Perform stock counting, verification and evaluation of department assets. Ensure marking and bar-coding of all new assets in the department. Perform asset reconciliation with accounting systems. Identify and report redundant, broken obsolete assets that are due for disposal.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches Only – No CVs).

**NOTE** : This post is earmarked for a person with disability.

## **DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : **Provincial Office:** Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

**Alfred Nzo:** The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni Tel No: (039) – 254 0900

**Amathole:** The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626

**Buffalo City Metro:** The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675

**Chris Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebdon Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana Tel No: (045) 808 3709

**Joe Gqabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616 OR Ms P Tsputse Tel No: (051) 633-1609.

**Nelson Mandela Metro:** The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750

**Sarah Baartman:** The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484

**OR Tambo:** Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa Tel No: (047) 531 2504

The 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 with your ID Number, your profile email address, details of the issue to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) (NB: FOR Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Enquiries can be directed to Ms Z. Moyeni Tel No: 043 605-5101 or Ms A Njaba Tel No: 043 605-5110. E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)

**CLOSING DATE**  
**NOTE**

:  
:

02 June 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](http://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 CoGTA 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 have obtained 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>. This certificate is to be submitted on the interview day. 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. NB: People with

disabilities, whites, coloureds and Indians are encouraged to apply for these posts.

#### MANAGEMENT ECHELON

**POST 17/141** : **DEPUTY DIRECTOR-GENERAL: DEVELOPMENTAL SOCIAL SERVICES**  
**REF NO: DSD 01/05/2023**

**SALARY** : R1 590 747 per annum (Level 15)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree (NQF level 7) in Social Science/ Development Studies / Equivalent qualification and a post graduate qualification (NQF Level 8) in Social Science / Developmental Studies. A minimum of 8-10 years' in senior managerial experience. A driver's license is a prerequisite. Competencies: Knowledge of the departmental constitutional mandate and relevant policy legislation and its relationship with national, local civil society and other stakeholders. Knowledge of current international trends in social developmental issues. Knowledge and understanding of sustainable poverty reduction and the developmental stages required in building self-reliant society. Knowledge and understanding of Public Service Act and regulations, PFMA, procurement processes and policies, as well as specific legislation relating to the departmental mandate. The public service core and process competencies.

**DUTIES** : Be responsible for the four core functions of the Department, i.e., Social Welfare Services, Children and Families, Restorative Services, Development and Research and be responsible for District Development and district operations. Foster innovation and manage service delivery in the Department's key focal areas of social welfare services and community development. Facilitate and fast track implementation of integrated service delivery model of the social sector. Provide strategic direction and leadership to ensure implementation of key policies and programmes, in alignment with national and provincial policy directives. Manage the development of partnerships with civil society and the private sector, with special focus on the transformation of the NPO sector. Promote and oversee the implementation of the Portfolio Approach for the Social Development Sector in the Province. Manage the Department's international relations. Support the maintenance and promotion of good relations and responsiveness to oversight structures and Chapter 9 institutions. Participate in provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental executive. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness.

**ENQUIRIES** : may be directed to A Njaba Tel No: 043 605 5101/5110  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/142** : **DIRECTOR: YOUTH DEVELOPMENT REF NO. DSD 02/05/2023**

**SALARY** : R1 105 383 per annum (Level 13)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree (NQF level 7) in Public Administration or Social Science specializing in Community Development/ Development Studies / Equivalent qualification. 2 - 3 years' experience in youth development environment. Plus, a minimum of 5 years' experience in middle management. A driver's license is a prerequisite. Competencies: Demonstrate knowledge and capacity in strategic planning and coordination. Actively foster and demonstrate management and leadership qualities for effective youth development programme, mentoring and delegation. Demonstrate innovation and creativity in youth development programme. Demonstrate knowledge of theory and practice of community development and youth development as an intervention strategy. Demonstrate ability to formulate policies and translate them into practice. Demonstrate understanding of a developmental approach in supporting, developing and transferring skills to programme implementation staff. Knowledge and awareness of social research needs for programme planning and development. The public service core and process competencies.

**DUTIES** : Coordinate relevant research to inform youth development strategies, policies and programmes. Develop strategies, policies, programmes, frameworks and

interventions for youth development and effective programme management guided by the social development sector mandate. Coordinate planning, implementation, monitoring, reporting and evaluation of the youth development program. Facilitate partnerships and undertake stakeholder management with a view to promote mainstreaming and results-oriented youth programmes. Foster innovation and creativity amongst the youth organisations and youth, in general. Participate in provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental senior management. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness.

**ENQUIRIES** : may be directed to Ms A Njaba Tel No: 043 605 5101/5110.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsc.gov.za](mailto:Zukisa.Moyeni@ecdsc.gov.za)

#### OTHER POSTS

**POST 17/143** : **SOCIAL WORK POLICY MANAGER: SERVICE STANDARDS, QUALITY ASSURANCE & GOVERNANCE GRADE 1 REF NO: DSD 03/05/2023**

**SALARY CENTRE REQUIREMENTS** : R878 778 per annum  
: Provincial Office  
: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Expert knowledge of the: Social Service Profession's Act 110 of 1978, White Paper for Social Welfare 1997, Quality Assurance Framework for Social Welfare Services, Social Welfare Services Framework 2013, Supervision Framework with its Revised Generic Intervention process tools and a good understanding of Guidelines for the Management of workload of Social Service Practitioners (SSPs). Knowledge of Legislations of all Core Programmes of the Department such as Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Problem solving and analysis: Must be able identify, define and solve problems by analyzing situations and applying critical thinking. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds. Communication: Must be able to write formal documentations (i.e., reports) and communicate verbally through the selection of relevant delivery mechanisms. Teamwork and collaboration: Must be able manage and build cohesive work teams, work effectively within teams including social work teams, multidisciplinary teams and multi-sectoral teams. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies. Financial management: Must be able to plan the work-unit's budget required to achieve unit objectives. Developing others: Must be able to develop, coach and foster long term learning of others. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner. Networking and building bonds: Must be able to build and maintain a network of professional relations. Planning and organizing: Must be able to plan and organize the work of the work unit and groups. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Be Computer literate.

**DUTIES** : Strengthen developmental social welfare service delivery through legislative and policy reforms. Manage the development, review and monitor the implementation of policies, strategies, guidelines and legislation for regulation of Social Service Practitioners. Capacity Building and monitoring the implementation of the framework for social welfare in line with the White Paper for Social Welfare (1997). Develop, review, capacity building and monitoring the implementation of the Quality Assurance Framework for social welfare services (2012). Capacity Building and monitoring the implementation of the Social Service Professions Act no. 110 of 1978. Conduct capacity building and monitoring the implementation of the framework for social welfare services.

Monitor the implementation of Supervision for social welfare service as well as guidelines for workload management. Establish and strengthen collaborations for Social Welfare Services. Establish an effective and efficient institutional framework for regulation of Social Service Practitioners. Develop and implement programmes for professional support services. Develop and monitor the implementation of induction policy and induction programme for Social Service Practitioners in line with the Social Service Professions Act no. 110 of 1978. Manage and empower Social Service Practitioners employed by the Department in line with the Public Service Act and in adherence to Code of Conduct and Course of Ethics. Conduct developmental quality assurance assessments to NGOs funded by the Department of Social Development. Ensure alignment of plans and budgets. Formulate and Analyze policies and provide guidance to the provision of social work service of the highest, most advanced and specialized nature within defined area(s) of specialization regarding the relevant legislations and programmes in partnership with stakeholders. Attend and give professional guidance to any other matters that could result in, or stem from, social instability in any form. Coordinate and Facilitate access to accredited training with continuous personnel development (CPD) points acquired by Social Service Practitioners. Coordinate and facilitate the establishment of various national and provincial fora to engage Social Work Supervisors. Manage database, provision of reports on recruitment and retention of social service practitioners. Evaluate the impact of the programmes, submit project plan, budget proposals and make recommendations for programmes.

**ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba Tel No: 043 605 5110/ 5101.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/144** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: DSD 04/05/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11)  
: Provincial Office  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Marketing/Communication/Public Relations/Advertising/ or equivalent qualification. 3-5years relevant experience at Assistant Director Level. A driver's license is a prerequisite. Competencies: Ability to think strategically, recommend and implement ideas Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision. Ability to handle matters of a confidential nature. Communication skills (verbal and written). Be computer literate.

**DUTIES** : Coordinate and facilitate the design and implementation of the communication plans, programmes and campaigns. Client management. Identify and maximise opportunities to enhance the transversal departmental reputation across internal and external stakeholders. Building the brand and reputation via public relations and issues monitoring through media liaison. Supervisory functions.

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/145** : **DEPUTY DIRECTOR: ADMINISTRATION (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11)  
: (Ref No: DSD 05/05/2023) Amathole: Amahlathi LSO  
: (Ref No: DSD 06/05/2023) OR Tambo: Port St Johns LSO  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration / Social Work / Social Sciences/ or equivalent qualification. 3-5years relevant experience at Assistant Director Level. A driver's license is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the Legislative Framework relevant to the Social Development Sector. Sound knowledge of Financial, Human Resources and Supply Chain Management. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and Customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on social transformation and community development.

- DUTIES** : Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare and Community Development Services. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
- ENQUIRIES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/146** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: DSD 07/05/2023**
- SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Policy /Social Science/ Environmental studies/ Development studies/ Public Administration or relevant qualification. 3-5years relevant experience at Assistant Director level. A driver's license is a prerequisite. Knowledge: Knowledge and experience in policy development and coordination. Knowledge of government wide policy frameworks on social development. Project management and coordination skills are essential. Public Finance Management Act (PFMA). National Treasury Regulations. Public service regulations Act. Public Service Regulations. Communication skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organizing. Report Writing Skills. Problem solving. Be Computer literate.
- DUTIES** : Facilitate the implementation of policy development framework. Manage and coordinate the policy development programme of the Department of Social Development. Develop a multi-year departmental policy programme that is aligned with DSD constitutional mandate and government priorities. Monitor compliance of institutional policies with relevant legislation and Acts. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set policy agenda, providing policy support. Conduct policy research and analysis to support programme and policy implementation to enhance organisation performance. Facilitate policy development processes and maintain repository of policies and legislations. Coordinate policy consultation and advocacy sessions for redefined and newly developed policies. Conduct policy reviews, diagnostics and policy audits on a regular basis. Support and drive policy analysis and professional policy development. Provide expert advice and guidance to management and programmes on policy matters. Ensure operational efficiency of the unit in relation to governance and administration, financial management, and human capital management.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)
- POST 17/147** : **DEPUTY DIRECTOR: POPULATION AND RESEARCH REF NO: DSD 08/05/2023**
- SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science/ Population Development Studies / or relevant qualification. 3-5years relevant experience at Assistant Director level. A driver's license is a prerequisite. Competencies: Knowledge of the relevant Public Service regulatory framework such as the Public Service Act and Public Finance Management Act and related regulations. Knowledge of and experience in the social development sector and inter-governmental processes on population issues. In-depth and extensive knowledge and application of Population Promotion Policy, concepts and other relevant theoretical frameworks. A functional knowledge of approaches and research methods to issues of concern to the UNFPA. Computer literacy. Project and Programme management skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. Interpersonal skills. Facilitation skills. Analytical skills. Personal attributes: Accurate, Ability to work under

- pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter.
- DUTIES** : Develop and implement population development programmes, policies and plans. Manager and coordinate research projects on population trends and policies. Draft reports and disseminate findings/information on their relation to social and economic factors in areas of interest to population development issues (GBV, reproductive health and rights, HIV&AIDS, Youth and Women Development). Provide technical support and expert advice on the implementation of the Population Promotion Policy at all spheres of government and civil society. Initiate, develop, implement and manage integrated population and development programmes/projects in collaboration/partnership with civil society and government departments at clusters, national, provincial and local level. Facilitate and implement the provincial/national UNFPA or other donor programmes in collaboration with national, provincial government and civil society. Advise stakeholders on integration of population and development information into civil society and government departments' strategic planning. Attend District, Provincial and National meetings on population issues to present results of demographic analysis and research.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/148** : **SOCIAL WORK SUPERVISOR GRADE 1 (X12 POSTS)**
- SALARY CENTRE** : R432 348 per annum  
: (Ref No: DSD 09/05/2023) Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO  
(Ref No: DSD 10/05/2023) Umzimvubu LSO  
(Ref No: DSD 11/05/2023) Ntabankulu LSO  
(Ref No: DSD 12/05/2023) Amathole: Peddie LSO  
(Ref No: DSD 13/05/2023) Chris Hani: Emalahleni (Lady Frere) LSO  
(Ref No: DSD 14/05/2023) Inxuba Yethemba LSO  
(Ref No: DSD 16/05/2023) Joe Gqabi: Sterkspruit LSO  
(Ref No: DSD 17/05/2023) Elundini LSO  
(Ref No: DSD 18/05/2023) Walter Sisulu LSO  
(Ref No: DSD 19/05/2023) Sarah Baartman: Willowmore LSO  
(Ref No: DSD 20/05/2023) NMM: Ibhayi LSO  
(Ref No: DSD 21/05/2023) OR Tambo: Ngquza Hill LSO
- REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
- DUTIES** : Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate



<b><u>ENQUIRIES</u></b>	:	<p>distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.</p> <p>Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900  Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709  Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616  OR Tambo Ms P Tsputse Tel No: 051 633-1609  NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  Sarah Baartman Enquiries may be directed to Mr M Sipambo at 046 636-1484  OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a></p>
<b><u>POST 17/149</u></b>	:	<p><b><u>SOCIAL WORK SUPERVISOR: RESTORATIVE SERVICES GRAEDE 1 REF NO: DSD 22/05/2023</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R432 348 per annum  OR Tambo: Port St Johns LSO  National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies:  Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports.  Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.</p>
<b><u>DUTIES</u></b>	:	<p>Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.</p>
<b><u>ENQUIRIES</u></b>	:	<p>OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a></p>

**POST 17/150** : **SOCIAL WORK SUPERVISOR: CHILDREN & PROTECTION GRADE 1 REF NO: DSD 23/05/2023**

**SALARY CENTRE REQUIREMENTS** : R432 348 per annum  
: OR Tambo: Port St Johns LSO  
: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.

**DUTIES** : Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.

**ENQUIRIES** : OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/151** : **SOCIAL WORK SUPERVISOR: NPO GRADE 1 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R432 348 per annum  
: (Ref No: DSD 24/05/2023) OR Tambo: Ingquza Hill LSO  
: (Ref No: DSD 25/05/2023) Mhlontlo LSO  
: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human

		rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<b><u>DUTIES</u></b>	:	Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.
<b><u>ENQUIRIES</u></b>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/152</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR: HIV/AIDS GRADE 1 REF NO: DSD 26/05/2023</u></b>
<b><u>SALARY</u></b>	:	R432 348 per annum
<b><u>CENTRE</u></b>	:	OR Tambo: Qumbu Area Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<b><u>DUTIES</u></b>	:	Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate

		an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices
<b><u>ENQUIRIES</u></b>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/153</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DSD 27/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Provincial Office National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Strategic Management /Public Administration is required. 3-5years relevant experience at supervisory level. A driver's license is a prerequisite. Competencies: Knowledge and understanding of the Public Finance Management Act, Government-wide Monitoring and Evaluation Framework, Treasury Regulations, Framework for Strategic Plan and Annual Performance Plans. Strategic capability and leadership skills. Analytical thinking skills. Problem-solving and decision-making skills. Innovative and creative. People management. Development and empowerment skills Financial management and budgeting skills. Communication (verbal and written) skills. Presentation and facilitation skills. Client orientation and customer focus. Be Computer literate.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate the development of the Department's strategic plans and annual performance plans. Ensure alignment between strategic plan, annual performance plan and programme's operational plans across the Department (Province, Districts and Local Service Offices). Facilitate approval and tabling of strategic plans and annual performance plans to Parliament within set timeframes. Oversee the implementation of the strategic planning processes and workshops in districts and local service offices. Advise on the alignment of manager's performance agreements with the strategic plans, annual performance plans and annual operational plans. Develop and implement a Departmental Strategic Planning Business Processes and Standard Operating Procedures.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/154</u></b>	:	<b><u>OFFICE MANAGERS (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R424 104 per annum (Level 09) (Ref No: DSD 28/05/2023) Provincial Office: Programme 1 (Ref No: DSD 29/05/2023) Programme 3 (Ref No: DSD 30/05/2023) Programme 4)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Management/ Office Management or equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure. Be Computer literate.
<b><u>DUTIES</u></b>	:	Manage and oversee logistics within the office of the Programme Manager, manage the workflow of the Programme. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Programme Manager and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Programme Manager for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the Programme Manager. Provide administration support to the Programme Manager with regards to the management of the Programme activities. Organise and attend certain region meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of

budget, procurement and cash flow projections for the Programme. Monitor and report on the financial performance of the Programme. Undertake research and develop appropriate policies, strategic programmes to be used to promote the Programme. Ensure effective document management and correspondence flow within the Office of Programme Manager. Consolidate all Director's reports to produce a monthly, quarterly, half yearly and annual Programme reports. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Programme Manager this includes Audit Improvement Plan (AIP) and Risk Register of the Programme. Administer office correspondence, documents, reports and advise the Programme Manager on urgent matters to be attended. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Manage budget in the Programme Manager's office. Coordinate and manage projects in the office of the Programme Manager. Supervise employees to ensure an effective service delivery.

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsc.gov.za](mailto:Zukisa.Moyeni@ecdsc.gov.za)

**POST 17/155** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSD 31/05/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Risk Management/ Internal Auditing / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Understanding of job information. Problem Solving. Planning. Creativity. Be Computer Literate. Accounting/Finance/ Audit Skills. Communication skills (verbal and written).

**DUTIES** : To supervise and implement the risk management framework in the organization. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Monitor and review the identified risk response activities. Supervise employees to ensure an effective risk management service.

**ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101/ 043 605-5110.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsc.gov.za](mailto:Zukisa.Moyeni@ecdsc.gov.za)

**POST 17/156** : **ASSISTANT DIRECTOR: CUSTOMER CARE REF NO: DSD 32/05/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Relations/Communications / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite Competencies: Strategic Capability and Leadership. Communication. Client Orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Quality Management. Decision Making. Departmental service delivery principles, Strategic Planning, Annual Performance Plan, Service Delivery Improvement Plan, Batho Pele Coordination. Departmental Policies and Procedures. Citizen Focus and Responsiveness. Communication and information Management. Conflict Resolution/ Problem solving. Report Writing and Data Analysis. Be Computer literate.

**DUTIES** : Provide Batho-Pele trainings for frontline service delivery employees including the efficient coordination of frontline office improvement. Management and monitoring of the Departmental Customer Care complaints to ensure redress. Conduct customer care awareness campaigns to external customers and internal employees. Conduct Customer satisfaction/perception surveys. Supervise allocated resources.

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsc.gov.za](mailto:Zukisa.Moyeni@ecdsc.gov.za)

**POST 17/157** : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSD 33/05/2023**

**SALARY** : R424 104 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office
	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Communications/Public Relations/Events Management / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite Competencies: The ability to function independently as well as in a multi-disciplinary team and the ability to direct the team to ensure successful hosting of events. Good communication (verbal and written). Be Computer literate.
<b><u>DUTIES</u></b>	:	Engage with internal and external stakeholders to determine the needs for the events. Facilitate logistical arrangements for the events. Compile outcomes report for the events. Obtain input from programmes for upcoming events. Develop and maintain the Events Calendar for the Department to ensure effective planning. Compile and maintain accurate databases of key stakeholders for events. Coordinate event schedules with stakeholders. Manage human, financial and physical resource of the section. Report writing, performance management and assessment of staff members attached to the unit.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsc.gov.za">Zukisa.Moyeni@ecdsc.gov.za</a>
<b><u>POST 17/158</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R424 104 per annum (Level 09)
	:	(Ref No: DSD 34/05/2023) Chris Hani: District Office
	:	(Ref No: DSD 35/05/2023) Sarah Baartman: District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Security Management / Risk Management / Police Administration / Policing / Law or Criminal Justice / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. Applicants from SAPS, SANDF, Correctional Services and State Security Agency (SSA) do not need to submit PSIRA Registration but will be required to be registered with PSIRA within six months of appointment if successful. Be a South African Citizen. A valid driver's license. SSA Security Managers/Advisors course, SAMTRAC and Project Management competency and experience working in a secure care center or substance treatment center will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance to the level of Top Secret. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Knowledge of electronic security systems relating to access control, close circuit television surveillance, parameter detection and intruder detection systems. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision-making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.
<b><u>DUTIES</u></b>	:	Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implementation of identification card system to identify all employees and visitors. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and assist Districts on implementation of TSCM. Manage and control office keys and combinations. Implement proper key and key combination controls as per the Departmental Key Control directive. Manage the electronic access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at the Provincial Office and report to the relevant security structures.

Keep record of all incidents. Investigations can be conducted in the Districts on invitation. Manage and monitor contracted security services. Give input in specifications of security tenders. Manage contracted security companies performing security services. Conduct quarterly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Implementation of security directive: contingency procedures in the Provincial Office. Participate in the emergency / OHS committee meetings of the Department. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Compile annual awareness plan to include presentations, posters, ICT pop-up messages etc. Conduct security awareness with Provincial Office personnel and on invitation in the Districts.

**ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709. Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/159** : **ASSISTANT DIRECTOR: ICT REF NO: DSD 36/05/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Amathole: District Office  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in ICT /international recognized certification such as A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite  
Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, VoIP, converged network, LAN design including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information security system and related policies and legislation. Hands on experience and knowledge of resolving the problems of desktop users. Hands on experience and knowledge of configuring equipment in LAN, such as desktops, switches, Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers.

**DUTIES** : Co-ordinate and manage all ICT user technical support and preventative maintenance services in the district. Plan all infrastructure ICT projects, manage infrastructure projects, consolidate procurement needs and submit information to the relevant managers. Render VCX and Security System administration services. Co-ordinate and monitor maintenance of all ICT equipment/ infrastructure. Implement, install, and technically support software operating systems and systems software packages, PCs and file servers. Offer specialist technical support with regard to access and system disk space problems. Perform strategic leadership, general administration, co-ordination, HR management and financial management functions.

**ENQUIRIES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/160** : **ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: DSD 37/05/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Provincial Office  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in SCM/Logistics/Finance/Public Administration / Business Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of good governance. Ability to interpret procedures/policies. Analytical and innovative thinking skills. Organizational and planning skills. Supervisory skills. Problem solving skills. Communication skills (written and verbal). The ideal candidate must be honest, have integrity, be responsible,

		have good human relations, the ability to learn and be teamwork orientated. Be Computer literate.
<b><u>DUTIES</u></b>	:	Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems. Facilitate coordinated planning to improve efficiency. Coordinate the submission and consolidation of quarterly and annual reports. Maintenance of the consolidated needs register for the department. Facilitate physical stock count quarterly and annually. Verify and consolidate inventory management reports submitted by districts to eliminate errors. Identify and rectify expenditure allocations and align to the inventory management standards/framework to ensure faithful disclosure. Identify and facilitate training needs for officials in the inventory management. Report discrepancies between physical counts and computer records. Maintain and update records. Distributing of stocking merchandise. Receive and inventory stock. Other various tasks as assigned by the Responsible Manager.
<b><u>ENQUIRIES</u></b>	:	Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/161</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DSD 38/05/2023</u></b>
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in in Human Resource Management/Public Administration/ Public Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). PERSAL knowledge will be an added advantage. A driver's license is a prerequisite. Competencies: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts, Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal), Project management skills, Interpersonal, liaison, co-ordination and organising skills, Leadership and conflict resolution abilities, Willingness to work beyond normal working hours. Solid ability to conduct different types of interviews (structured, competency-based, stress etc). Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc).
<b><u>DUTIES</u></b>	:	Manage the advertisement of posts by: Interacting with line function, Assist with the responses from the advertising process, Participate in the selection panels and prepare submissions for appointments, Oversee the arrangements for interviews such as dates, venues, and invitations to candidates, Ensure candidates attend all tests e.g (competency assessments. as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts, Assist in conducting research, developing, implementing and maintaining the recruitment and selection policies, standard operating procedures & strategies in line with legislative prescripts, Participate in the facilitation and monitoring of Personnel Suitability Checks as required to be conducted in the Department, Provide a supervisory service to the Sub-directorate, Ensure compliance with Employment Equity Act. Assist in the Development and monitoring of operational plans, risk management registers and audit action plans. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly, half yearly and annual reports and report progress made on operational plans, risk management registers and Audit Action plans. Management of Human resource records and ensure compliance with the records management prescripts. Participate in the development and administration of the Human Resources Administration annual budget; participate in the forecast of funds needed for staffing, equipment; monitor expenditures and implement adjustments as appropriate and necessary. Supervise the input of data (Application Master-lists) to ensure its integrity and accuracy; ensure effective and efficient administration of electronic application (e-Recruitment). Onboard new employees in order to become fully integrated. Monitor and apply HR recruitment best practices. Provide analytical and well documented recruitment reports to the team and Management.
<b><u>ENQUIRIES</u></b>	:	Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 E-Recruitment Technical Enquiries: <a href="mailto:zukisa.moyeni@ecdsd.gov.za">zukisa.moyeni@ecdsd.gov.za</a>



**POST 17/162** : **ASSISTANT DIRECTOR: EPWP: SOCIAL SECTOR COORDINATION REF NO: DSD 39/05/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Sciences/Public Administration/Public Administration/ Public Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). PERSAL knowledge will be an added advantage. A driver's license is a prerequisite. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication and presentation skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

**DUTIES** : Liaise with public bodies to increase their investments in poverty alleviation and skills development programmes through Social Sector EPWP initiatives. Assist public bodies to ensure Social Sector EPWP initiatives and projects are mainstreamed in their departmental programmes thus ensuring that public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral EPWP plans. Establish sectoral committees and ensure they are properly constituted and functional. Collect and collate reports from sectoral committees and facilitate reporting in the National Reporting Website/Database. Contribute towards the realisation of EPWP targets by identified public bodies. Conduct capacity building to public bodies to promote understanding and compliance with reporting tools and systems.

**ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)

**POST 17/163** : **ASSISTANT DIRECTOR: INSTITUTIONAL MANAGEMENT SERVICES (X2 POSTS)**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : (Ref No: DSD 40/05/2023) Amathole: District Office  
(Ref No: DSD 41/05/2023) Sarah Baartman  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations. Knowledge of BAS and SDMIS. Ability to work under pressure and meet deadlines. Good written and verbal communication skills. Strong Excel Spreadsheet proficiency. Knowledge of and experience in the Social Development Sector. Be Computer literate.

**DUTIES** : Coordinate NPO Forum. Co-ordinate and facilitate the strategic and operational plan of the institutions. Co-ordinate reporting with respect to progress with implementation of operational plans. Provide advice and assistance with implementation of institutional related policies, frameworks and programmes. Manage funding, capacity building and empowerment programmes for emerging and existing CBO's civil society and NPO's. Monitoring of NPO funding. Monitor and report on spending trends. Analyze NPOs spending trends to relate to further allocations. Follow up and improve on Audit Findings. Monitor claims submission by Local Service Offices effective and efficient risk. Management of resources (Human, Physical and Financial).

**ENQUIRIES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626.  
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/164** : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DSD 42/05/2023**  
(12 Months Contract)

**SALARY** : R424 104 per annum (Level 09), (plus 37% in lieu of benefits)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Communication/ Journalism / Equivalent qualification. 3-5years relevant

experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organizational, planning and problem-solving skills. Language proficiency. Good writing skills. Knowledge of Social Media. Excellent computer literacy and use of standard software packages. Ability to work under pressure, irregular hours, and travel and work outside the office. Be Computer literate.

**DUTIES** : The successful candidate will be responsible for implementing media engagement plans, Identifying relevant media platforms to profile the department; Writing and distributing media alerts, statements and releases to the media database; Conducting research; Conceptualizing and drafting editorial content such as media statements and queries for approval of the supervisor; Managing media clipping services; Monitoring the compilation of the media clipping pack (printed) and preparing it for approval; Managing media clippings e-link; Coordinating monthly and quarterly media monitoring and analysis reports for presentations to Communications Management; Managing communication activities around events and campaigns on the departmental events calendar; Preparing media accreditation; Coordinating venues for media registration and interviews; Providing inputs towards draft media plans; Managing and updating the media database. focus; Provide inputs to weekly/monthly/quarterly sub-directorate reports.

**ENQUIRIES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

**POST 17/165** : **COMMUNITY DEVELOPMENT SUPERVISOR GR1 (X7 POSTS)**

**SALARY CENTRE** : R410 289 per annum  
: (Ref No: DSD 43/05/2023) Alfred Nzo: Umzimvubu LSO  
: (Ref No: DSD 44/05/2023) Amathole: Mbashe LSO  
: (Ref No: DSD 45/05/2023) Chris Hani: Intsika LSO  
: (Ref No: DSD 46/05/2023) Emalahleni LSO  
: (Ref No: DSD 47/05/2023) OR Tambo: Mqanduli LSO  
: (Ref No: DSD 48/05/2023) Sarah Baartman: Graaf-Reinet LSO  
: (Ref No: DSD 49/05/2023) Kou-Kamma LSO

**REQUIREMENTS** : National Senior Certificate plus an appropriate three-year tertiary qualification. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A valid South African driver's license. Competencies: Financial management: Must be able to make inputs on the budget of the work unit. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations including reports. Problem solving: Must be able to analyse situations and solve problems Computer literacy: Must demonstrate basic computer literacy Planning and organizing: Must be able to plan and organize own work and work of others. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions Trustworthiness: Must ethical and moral conduct. Developing others: Must be able to mentor, coach and provide continuous support, be able to build a positive relationship of trust with the community and colleagues. Ethics: Must be able to display good guidance and advice to community development practitioners. People management: Must be able to manage the performance and conduct of others. Understanding principles: Must understand and be able to apply the principles applied in community work. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the community development field to enhance service delivery. Computer literacy will be an added advantage.

**DUTIES** : Understanding community development programs: Must be able to supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Knowledge of human behaviour and social systems: Must have knowledge and understanding of human behavior and social systems Understanding community dynamics: Must have knowledge and understanding of the inter-relations within community structures, dynamic of the community and current legislation to enable interventions. Networking and establishing partnerships: Must ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in

departments/provinces, NGOs, local community structures. Community development research: Must be able to conduct research relating to community development work. Managing community projects: Must be able to manage and coordinate community development projects Understanding community development legislation: Must be able to implement policies and legislation related to community development.

**ENQUIRIES** : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900  
Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  
Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709  
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/166** : **CHIEF NETWORK CONTROLLER (X 2POSTS)**

**SALARY CENTRE** : R359 517 per annum (Level 08)  
: (Ref No: DSD 50/05/2023) Amathole: Butterworth  
: (Ref No: DSD 51/05/2023) NMM: PE LSO

**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma in ICT/ Electronics/ International recognised certification in A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience in the field of LAN and Desktop user support. A valid South African Driver's License is a prerequisite Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN's and LA equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems on ICT user problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as desktops, switches, servers and routers.

**DUTIES** : To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers. To supervise Network Controllers.

**ENQUIRES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  
NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/167** : **SOCIAL WORKER GRADE 1 (X36 POSTS)**

**SALARY CENTRE** : R294 411 per annum  
: (Ref No: DSD 52/05/2023) Alfred Nzo: District Office  
: (Ref No: DSD 53/05/2023) Winnie Madikizela Mandela (Bizana) LSO  
: (Ref No: DSD 54/05/2023) Umzimvubu LSO  
: (Ref No: DSD 55/05/2023) Ntabankulu LSO  
: (Ref No: DSD 56/05/2023) Matatiele LSO  
: (Ref No: DSD 57/05/2023) Amathole: District Office  
: (Ref No: DSD 58/05/2023) Butterworth LSO  
: (Ref No: DSD 59/05/2023) Chris Hani: District Office  
: (Ref No: DSD 60/05/2023) Emalahleni (Dordrecht) LSO  
: (Ref No: DSD 61/05/2023) Cala LSO  
: (Ref No: DSD 62/05/2023) Whittlesea LSO  
: (Ref No: DSD 63/05/2023) Amalahleni LSO  
: (Ref No: DSD 64/05/2023) Ngcobo LSO  
: (Ref No: DSD 65/05/2023) Queenstown LSO  
: (Ref No: DSD 66/05/2023) Enoch Mgijima LSO  
: (Ref No: DSD 67/05/2023) NMM: District Office  
: (Ref No: DSD 68/05/2023) Nerina CYCC  
: (Ref No: DSD 69/05/2023) Uitenhage LSO (X2 Posts)  
: (Ref No: DSD 70/05/2023) Motherwell LSO  
: (Ref No: DSD 71/05/2023) Kwa-Nobuhle LSO  
: (Ref No: DSD 72/05/2023) Zwide LSO  
: (Ref No: DSD 73/05/2023) Ibhayi LSO  
: (Ref No: DSD 74/05/2023) BCM: District Office  
: Ref No: DSD 75/05/2023) Zwelitsha LSO

		(Ref No: DSD76/05/2023) Dimbaza LSO (X2 Posts) (Ref No: DSD 77/05/2023) KWT LSO (X2 Posts) (Ref no. DSD 78/05/2023) OR Tambo: District Office (Ref No: DSD 79/05/2023) KSD LSO (Ref No: DSD 80/05/2023) Joe Gqabi: District Office (Ref No: DSD 81/05/2023) Sarah Baartman: District Office (Ref No: DSD 82/05/2023) Steytleville LSO (X2 Posts) (Ref No: DSD 83/05/2023) Somerset East LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker must be submitted on the interview day. A valid driver's license is a prerequisite, however, successful candidates who are not in the possession of driver's license will be required to submit the proof within six (6) months from the date of assumption of duty. Competencies: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing. Teamwork and collaboration: Must be able to work effectively within teams including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long term learning of others.
<b><u>DUTIES</u></b>	:	Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675. e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/168</u></b>	:	<b><u>NETWORK CONTROLLER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 per annum (Level 07) (Ref No: DSD 84/05/2023) Chris Hani: Ngcobo LSO (Ref No: DSD 85/05/2023) OR Tambo: Lusikisiki LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma in ICT/ Electronics/ International recognised certification in A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience in the field of LAN and Desktop user support. A valid South African Driver's License is a prerequisite Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN's and LA equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems on ICT user problems and performing hardware maintenance on ICT

- user equipment. Hands on experience and knowledge in configuring equipment in LAN such as desktops, switches, servers and routers.
- DUTIES** : To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/169** : **CHIEF REGISTRY CLERK REF NO: DSD 86/05/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Sarah Baartman: District Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Records Management/Library Science/ Information Science / Equivalent qualification. 2-3 years relevant experience. Competencies: Good communication (verbal and written) skills, in depth knowledge of the National Archives and Records Services Act and Minimum Information Security Standard (MISS). Ability to work independently and under pressure as well as writing reports. Knowledge of the records management policy, procedures and manuals. Knowledge of other legislative framework governing records management will service as an advantage, e.g. the Promotion of Access to Information Act. Knowledge of PERSAL.
- DUTIES** : Responsible for the safekeeping of current, closed and terminated departmental records. Filing and retrieval of departmental records as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilized by Registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients. Implementation of records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing. Recommendation for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Supervise and render effective filing and record management service. Ensuring provision of messenger services to the regional office. Compile management reports with regard to records management. Ensuring proper use of the franking machine. Management of messenger services to the regional office. Monitoring of records to ensure alignment with other regions including head office in order to maintain uniformity of records keeping within the department.
- ENQUIRIES** : Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/170** : **STATE ACCOUNTANT: FINANCIAL PLANNING REF NO: DSD 87/05/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/N Diploma (NQF Level 6/7) in Accounting /Financial Management/ Internal Auditing/ BCom/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.
- DUTIES** : Give technical support to the programme on a year monitoring basis to compile the budget. Receive inputs, consolidate and implement adjustment estimates and shifting of funds. Loading of the budget and management of virements. Compilation of the budget as per the Treasury Regulations.
- ENQUIRIES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)

<b><u>POST 17/171</u></b>	:	<b><u>STATE ACCOUNTANT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 per annum (Level 07) (Ref No: DSD 88/05/2023) Amathole: District Office (Ref No: DSD 89/05/2023) OR Tambo: District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/N Diploma (NQF Level 6/7) in Accounting /Financial Management/ Internal Auditing/ BCom/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Clear PERSAL exceptions on BAS and reconcile PERSAL/BAS expenditure. Clear and reconcile salary related suspense Accounts. Render distribution of payrolls and supervise subordinates. Implement employee deductions and process salary claims. Maintain proper filling of documentation. Provide support and guidance related to salaries to the entire district. Approve PERSAL transactions. Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purposes (recordkeeping). Check all payment transactions status. Compile the budget procurement plan and ensure cash flow management.
<b><u>ENQUIRIES</u></b>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: 043 711 6626 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/172</u></b>	:	<b><u>ADMIN OFFICER/ PERSONAL ASSISTANT (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 per annum (Level 07) (Ref No: DSD 90/05/2023) HRA (Ref No: DSD 91/05/2023) Risk Management (Ref No: DSD 92/05/2023) Expenditure Management (Ref No: DSD 93/05/2023) Financial Accounting Ref No: DSD 96/05/2023) Supply Chain Management (Ref No: DSD 97/05/2023) Programme (2 Posts) (Ref No: DSD 98/05/2023) Programme (3 Posts) (Ref No: DSD 99/05/2023) Programme (4 Posts) (Ref No: DSD 100/05/2023) Institutional Capacity Building (Ref No: DSD 101/05/2023) Internal audit (Ref No: DSD 102/05/2023) Early Childhood Development
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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. Be Computer literate.
<b><u>DUTIES</u></b>	:	Manage and oversee logistics within the office of the Director, manage the workflow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Director and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Director for such meetings. Contribute to the promotion of compliance in the Directorate. Provide administration support to the Director with regards to the management of the Directorate activities. Organise and attend certain Directorate meetings as assigned by the Responsible Manager. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the Directorate. Ensure effective document management and correspondence flow within the Office of Director. Consolidate all sub directorate's reports to produce a monthly, quarterly, half yearly and annual Director report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information of the Office of the Director. Administer office correspondence, documents and reports.

- Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant of the Director. Manage budget in the Director's office. Coordinate and manage projects in the office of the Director.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)
- POST 17/173** : **ADMIN OFFICER (X5 POSTS)**
- SALARY CENTRE** : R294 321 per annum (Level 07)  
: Ref No: DSD 103/05/2023) BCM: (NPO)District Office  
: (Ref No: DSD 104/05/2023) Chris Hani: Queenstown Area Office  
: (Ref No: DSD 105/05/2023) Joe Gqabi: (NPO)Senqu LSO  
: (Ref No: DSD 106/05/2023) Sarah Baartman: Blue Crane  
: (Ref No: DSD 107/05/2023) (NPO)Makana LSO
- REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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. Be Computer Literate.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Capturing data on the system.
- ENQUIRES** : Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709  
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484  
Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616  
OR Ms P Tsputse Tel No: 051 633-1609.  
BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/174** : **HR PRACTITIONER REF NO: DSD 108/05/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Amathole: District Office  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Human Resource Management/ Public Administration/ Public Management/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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. Be Computer Literate.
- DUTIES** : Administering of Human Resource Administration in the District. Human Resource Administration practices: Implement service benefits and leave management. Ensure effective processing of housing allowance, long service recognition, resettlement claims, termination of service, leave gratuities and pension withdrawal claims. Approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/175** : **ADMIN OFFICER: INVENTORY REF NO: DSD 109/05/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Provincial Office  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in SCM/Logistics/Finance/Public Administration / Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Management

- Act (PFMA), Inventory Management Framework; SDIMS/Logis. Interpersonal relations skills. Ability to make decisions and to work independently. Ability to work under pressure and meet deadlines. The ideal candidate should have good ethical behavior, mutual respect and believe in the Batho Pele Principles. A valid driver's license will be an added advantage. Be Computer Literate.
- DUTIES** : Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports. Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves. Processes and/or approves invoices for payment. Processes and documents return as required following established procedures. Performs routine clerical duties, including data entry, answering telephones, and assisting customers. Performs miscellaneous job-related duties as assigned.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)
- POST 17/176** : **ADMIN OFFICER: ASSET MANAGEMENT REF NO: DSD 110/05/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : OR Tambo: District Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Asset Management/ SCM/Public Administration / Equivalent qualification. 2-3 years relevant experience. Competencies: Asset Management, Risk Management, Relevant Labour Policies, procedures and processes, Customer Services (Batho Pele), Stakeholders and customer, Knowledge and understanding of Supply Chain Management Procedures, National Treasury Regulations. Skills: Verbal and written communication, Facilitation, Computer Literacy, Presentation, Data and record Management, Decision making, Problem solving.
- DUTIES** : Verify assets and record them in the province asset register (Daily). Record all assets in the Department Asset register. Execute the disposal of assets in line with the departmental policies and procedures (Monthly). Responsible for making recommendations to acquisition management for the procurement of assets for degree of operating leverage (DOL). Monitor and ensure that all ITC equipment are operational . Monitor the operational performance and maintenance of assets in DOL (Daily)
- ENQUIRES** : OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/177** : **ADMIN OFFICER: FACILITIES REF NO: DSD 111/05/2023 (X2 POSTS)**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Business Administration/ Building Environment/ Equivalent qualification. 2-3 years relevant experience. Competencies: Work experience as a Facilities administrator or similar role. Strong knowledge of facilities management operations. Familiarity with office equipment and security systems. Hands on experience with facilities management. Understanding of safety regulations in offices. Well-organized. Sound judgement and the ability to think quickly during emergencies. Be Computer literate.
- DUTIES** : Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras). Create the schedule for cleaning and disinfecting the building. Assist in monitoring of activities that happen outside the building, such as proper waste disposal and recycling. Assist in fixing minor malfunctions in office equipment. Assist in coordination of office and parking space allocation. Keep track of regular and ad-hoc facility expenses. Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents, security guards). Assist in researching of new services and appliances to facilitate operations. Assist in ensuring of compliance with health and safety regulations.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)



- POST 17/178** : **ADMIN OFFICER: ICT REF NO: DSD 112/05/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration / Equivalent qualification. 2-3 years relevant experience. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Knowledge in SITA Act and its regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procurement processes. Excellent communication, analytical and problem-solving skills. Knowledge of budgeting processes.
- DUTIES** : Co-ordinate all admin support services of ICT Engineering. Supervise ICT Admin clerks. To liaise with business partners of ICT of the Department. To render secretarial services for all ICT governance structures such as ICT steering committee and SLA monitoring committee. To monitor payment of ICT service providers. To process procurement of ICT goods and services. Monitor expenditure against projections. Coordinate and consolidate branch reporting.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)
- POST 17/179** : **ADMIN / TRANSPORT OFFICER REF NO: DSD 113/05/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Sarah Baartman: District Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Fleet Management /Transport Management/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of relevant transport policies and prescripts. Skills required: Supervisory; Analytical; Good Financial Management; Computer literacy; Communication (written and verbal); Good interpersonal; Planning and organising skills. Ability to work long hours and independently. Ability to work under pressure. Ability to gather and analyse information. Valid unendorsed driver's license. Willingness to work extended hours.
- DUTIES** : To provide day to day management of vehicles in terms of usage and maintenance. Assist in ensuring that Log sheets are controlled and completed for all official trips. Keep vehicle maintenance schedules and coordinate maintenance requirements. Provide Management with information on vehicle performance. Compile accident reports and make follow ups. Process Transport payments. Supervise drivers. Assist with acquisition of subsidised vehicles. Process fuel claims and facilitates normal and premature withdrawal of subsidised vehicles. Assist with monitoring of Service level agreement. Monitor compliance to Transport Policy and advise accordingly.
- ENQUIRES** : Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/180** : **ADMIN OFFICER (LANGUAGE PRACTITIONER) REF NO: DSD 114/05/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B. Degree/ N Diploma (NQF Level 6) in Linguistics/Socio-Linguistic and Language being a major. / Equivalent qualification. A qualification in Translation/ Interpreting will be an added advantage. 2-3 years relevant experience. Competencies: Ability to translate technical and legal documents in at least 3 of Eastern Cape provincial languages. Publishing and creative writing. Knowledge of Language Policy and its implementation. Written and verbal communication. Project Management. Ability to deal with Stakeholders. Customer/Client orientated. Knowledge of sign language or willingness to learn the language will be an added advantage. Computer literacy.
- DUTIES** : Render language services such as translation and interpretation from and into IsiXhosa, Sesotho, English and Afrikaans. Provide and facilitate any language related initiatives. 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 programmes.

**ENQUIRIES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)

**POST 17/181** : **CHIEF SECURITY OFFICER REF NO: DSD 115/05/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : BCM: John X Merrimen  
**REQUIREMENTS** : National Senior Certificate plus B. Degree/ N Diploma (NQF Level 6/7) in Security Management. / Equivalent qualification. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. 2-3 years relevant experience. Applicants from SAPS, SANDF, Correctional Services and State Security Agency (SSA) do not need to submit PSIRA Registration but will be required to be registered with PSIRA within six months of appointment if successful. Be a South African Citizen. A valid driver's license. SSA Security Managers/Advisors course, SAMTRAC and Project Management competency and experience working in a secure care center or substance treatment center will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance to the level of Top Secret. Competencies: Experience in the following specific fields of security: Physical Security, Information Security, Security Investigation, Occupational Health and Safety (OHS). Competence which include the following: Human relations, people management and empowerment skills. Financial management and budgeting skills, client orientation and customer focus. Communication (verbal, written and presentation) skills. Policy analysis and development skills. Computer literacy and ability to train people. A valid driver's license. Knowledge of legislation and procedures related to physical security inclusive of CCTV systems, Fire detection/prevention systems, access control, Fire-arm control, Trespassing. Knowledge of measures for operations in a control room and control and movement of equipment and people. Knowledge of related legislation and security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, Children's Act, etc.) and the authority of security officers under these prescripts. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray machines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Computer literacy.

**DUTIES** : The successful candidate will be responsible for: Assisting in developing, implementing and monitoring security, health and safety and security policies and procedures. Develop security plan and operational procedures and manage the electronic security systems. Advise the Center Manager on the amendments to security, health and safety policies and procedures. Identify all risks and threats to security of the Center as well as vulnerability in the mitigating measures implemented. Conduct investigations on breaches of security and ensure reporting. Creating, developing and maintaining training sessions of all security officials. Run a security, health and safety awareness programme. Assist with monitoring the extent of adherence/compliance to the security, health and safety policies and prescripts. Coordinate the process of vetting to all officials that have access to sensitive information within the Center. Conducting corrective/disciplinary steps in case of none compliance in line with Governments disciplinary code. Implementation of security appraisals recommendations, in consultation with the Assistant Director: Security Management. Liaise with relevant stakeholder i.e. South African Police Services (SAPS), Private Security Industry Regulatory Authority (PSIRA), disaster management, etc. on all security related matters. Supervise Security Officers and support staff. Participate in Management meetings.

**ENQUIRES** : BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/182** : **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 REF NO: DSD 116/05/2023**

**SALARY** : R293 670 per annum  
**CENTRE** : BCM: Bisho CYCC  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Latest proof of registration with the SANC as Professional Nurse must be submitted on the interview day. Competencies: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRES** : BCM:Enquiries may be directed to Ms P. Kula Tel No:043 705-5675  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/183** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X10 POSTS)**

**SALARY** : R251 283 per annum  
**CENTRE** : (Ref No: DSD 117/05/2023) Alfred Nzo: Ntabankulu LSO  
(Ref No: DSD 118/05/2023) Amathole: Keiskammahoek LSO  
(Ref No: DSD 119/05/2023) BCM: Mdantsane 2 LSO  
(Ref No: DSD 120/05/2023) Chris Hani: Sakhisizwe (Cala) LSO  
(Ref No: DSD 121/05/2023) Joe Gqabi: Elundini LSO  
(Ref No: DSD 122/05/2023) Walter Sisulu LSO  
(Ref No: DSD 123/05/2023) NMM: Motherwell LSO (X2 Posts)  
(Ref No: DSD 124/05/2023) Uitenhage LSO  
(Ref No: DSD 125/05/2023) Zwide LSO

**REQUIREMENTS** : National Senior Certificate plus an appropriate three-year tertiary qualification  
Competencies: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures Planning and organizing: Must be able to plan and organize own work effectively. Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations. Computer literacy: Must demonstrate basic computer literacy Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team Understanding principles: Must understand the principles applied in community work.

**DUTIES** : Knowledge of human behaviour and social systems: Must have knowledge of human behavior and social systems Community development intervention: Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Counselling: Must be able to provide basic counseling services and empower communities. Community development research: Must be able to conduct research relating to community development work. Understanding community development programs: Must be able to facilitate, identify, plan and implement various community development programs/interventions. Managing community projects: Must be able to manage community development projects. Understanding community dynamics: Must have knowledge of the inter-relations within community structures and dynamics of the community. Networking and establishing partnerships: Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Understanding community development legislation: Must have

		knowledge and understanding of policies and legislation related to community development.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Ms P Tsuputse Tel No: 051 633-1609 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/184</u></b>	:	<b><u>CHILD AND YOUTH CARE SUPERVISOR GRADE 1 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R231 339 per annum (Ref No: DSD 126/05/2023) Joe Gqabi: Lulama Futshane CYCC (Ref No: DSD 127/05/2023) NMM: Ernest Malgas Treatment Centre (Ref No: DSD 128/05/2023) Erica Place of Safety (X2 Posts) (Ref No: DSD 129/05/2023) Alfred Nzo: Maluti CYCC
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate a minimum of 10 years' appropriate experience in child and youth care work after obtaining the required qualification. Competencies: Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre. Valuing diversity: Must be able to understand, respect and relate well to people of diverse backgrounds Initiative: Must be able and willing to assist with other responsibilities including care of children as the need arises. Trustworthiness: Must be able to build a positive relationship of trust at all levels through reliability and authenticity. Developing others: Must be able to coach and foster long term learning or development of others (supervisors and child and youth care workers) Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Communication: Must be able to convey clear messages, write clear documentations and adapt communication content to be relevant to the recipient. Ethics: Must display and build the highest standard of ethical and moral conduct. Team leadership: Must be able to build productive teams in order to achieve the required outputs. Problem solving: Must be able to solve problems and analyse situations. Planning and Organising: Must be able to plan and organise the work of a group of child and youth care workers. People management: Must be able to manage the performance of employees (supervisors and child and youth care workers). Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the child and youth care field. Computer literacy.
<b><u>DUTIES</u></b>	:	Inspection: Must be able to undertake inspections during shifts and report on incidents and problems identified. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions. Monitoring and evaluation: Must be able to monitor and participate in the evaluation of the implementation of the recommended developmental programs. Knowledge of the childcare act: Must understand and be able to implement the childcare act.
<b><u>ENQUIRES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsuputse Tel No: 051 633-1609. NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/185</u></b>	:	<b><u>ADMIN CLERK: SCM (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 per annum (Level 05) (Ref No: DSD 130/05/2023) Alfred Nzo: Ntabankulu LSO (Ref No: DSD 131/05/2023) Winnie Madikizela LSO (Bizana) (Ref No: DSD 132/05/2023) NMM: District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collecting statistics. Basic knowledge and

		understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/186</u></b>	:	<b><u>DATA CAPTURER (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 per annum (Level 05) (Ref No: DSD 133/05/2023) Amathole: District Office (X4 Posts) (Ref No: DSD 134/05/2023) Joe Gqabi: District Office (X4 Posts) (Ref No: DSD 135/05/2023) Senqu LSO (Ref No: DSD 136/05/2023) OR Tambo: KSD LSO (Ref No: DSD 137/05/2023) Qumbu LSO (Ref No: DSD 138/05/2023) Libode LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Capturing data from various sources, such as physical devices, software applications, and databases. They may also need to create and maintain data records, perform data analysis, and report results. Ensure that all data is entered correctly and accurately, in a timely manner, and identify and correct any errors in the data. Other duties may include generating spreadsheets, validating and reviewing data, and organizing information. Responsible for entering and storing data according to their employer's requirements and checking the accuracy of the information they are entering by cross-verifying it.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsputse Tel No: 051 633-1609. NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/187</u></b>	:	<b><u>HR CLERKS (X19 POSTS)</u></b> Contract Posts)
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05), (plus 37% in lieu of benefits) (Ref No: DSD 139/05/2023) Alfred Nzo: District Office (X2 Posts) (Ref No: DSD 140/05/2023) Amathole: District Office (X2 Posts) (Ref No: DSD 141/05/2023) BCM: District Office (X2 Posts) (Ref No: DSD 142/05/2023) Chris Hani: District Office (X2 Posts) (Ref No: DSD 143/05/2023) Joe Gqabi: District Office (X2 Posts) (Ref No: DSD 144/05/2023) NMM: District Office (X2 Posts) (Ref No: DSD 145/05/2023) OR Tambo: District Office (X2 Posts) (Ref No: DSD 146/05/2023) Provincial Office (X3 Posts) (Ref No: DSD 147/05/2023) Sarah Baartman: District Office (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Responsible for all day to day HR administrative activities as directed. Data capturing. Assist the HR supervisors to ensure the smooth running of the office.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626. Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675

Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110

Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616  
OR Tambo Ms P Tsputse Tel No: 051 633-1609

NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/188**

**HR CLERKS (X3 POSTS)**

**SALARY CENTRE**

R202 233 per annum (Level 05)  
(Ref No: DSD 148/05/2023) BCM: District Office  
(Ref No: DSD 149/05/2023) Joe Gqabi: Walter Sisulu LSO  
(Ref No: DSD 150/05/2023) Provincial Office

**REQUIREMENTS**

National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedures in terms of the working environment.

**DUTIES**

Responsible for all day to day HR administrative activities as directed. Data capturing. Assist the HR supervisors to ensure the smooth running of the office.

**ENQUIRIES**

BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.  
Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110  
Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616  
OR Tambo Ms P Tsputse Tel No: 051 633-1609  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/189**

**ACCOUNTING CLERK (X2 POSTS)**

**SALARY CENTRE**

R202 233 per annum (Level 05)  
(Ref No: DSD 151/05/2023) BCM: District Office  
(Ref No: DSD 152/05/2023) NMM: District Office

**REQUIREMENTS**

National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations.

**DUTIES**

Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

**ENQUIRIES**

BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/190**

**ADMIN CLERK (X12 POSTS)**

**SALARY CENTRE**

R202 233 per annum (Level 05)  
(Ref No: DSD 153/05/2023) Amathole: Mbashe LSO  
(Ref No: DSD 154/05/2023) Peddie LSO  
(Ref No: DSD 155/05/2023) BCM: District Office  
(Ref No: DSD 156/05/2023) East London LSO (X2 Posts)  
(Ref No: DSD 157/05/2023) King Williams Town LSO  
(Ref No: DSD 158/05/2023) John X Merrimen  
(Ref No: DSD 159/05/2023) Enoch Sontonga  
(Ref No: DSD 160/05/2023) Silver Crown OAH  
(Ref No: DSD 161/05/2023) NMM: Walmer LSO  
(Ref No: DSD 162/05/2023) District Office (NPO) (X2 Posts)  
(Ref No: DSD 163/05/2023) OR Tambo: Mhlontlo LSO  
(Ref No: DSD 164/05/2023) Nyandeni LSO

**REQUIREMENTS**

National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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.

<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the Component. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 Provincial Office Enquiries can be directed to Ms A Njaba Tel Noi: 043 605-5101/ 043 605-5110 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Ms P Tsuputse Tel No: 051 633-1609 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/191</u></b>	:	<b><u>INVENTORY CLERK (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 per annum (Level 5) (Ref No: DSD 165/05/2023) OR Tambo: Ngquza Hill LSO (Ref No: DSD 166/05/2023) Mhlontlo LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<b><u>ENQUIRIES</u></b>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/192</u></b>	:	<b><u>PERSONNEL OFFICER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 per annum (Level 05) (Ref No: DSD 167/05/2022) Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO (Ref No: DSD 168/05/2022) OR Tambo: Port St Johns LSO (Ref No: DSD 169/05/2022) Ngquza Hill LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Equivalent qualification. Computer literacy. No experience required. Competencies: Good understanding of Public Service rules policies and regulations. Knowledge of PFMA, EPMDs, PSA and treasury Regulations. Knowledge of general administration in the Public Service. Knowledge of Public sector policies. Excellent communication skills and analytical ability.
<b><u>DUTIES</u></b>	:	Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/193</u></b>	:	<b><u>CHILD AND YOUTH CARE TEAM LEADER GRADE 1 REF NO: DSD 170/05/2023 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R184 455 per annum NMM: Ernest Malgas Treatment Centre
<b><u>REQUIREMENTS</u></b>	:	National senior certificate. A minimum of 7 years' appropriate experience in child and youth care work after obtaining the required qualification. Competencies: Teamwork and collaboration: Must be able to work cooperatively with others. Trustworthiness: Must be able to build a positive relationship of trust with children, youth and colleagues. Ethics: Must be able to display good ethical and moral conduct. Developing others: Must be able to mentor, coach and provide continuous support, guidance and advice to child and youth care workers. Interpersonal skills: Must be able to maintain a healthy interpersonal relationship with others. People management: Must be able to manage the performance and conduct of others. Communication: Must be able

to convey clear messages/ information and write clear documentation including reports. Problem solving: Must be able to solve problems and analyse situations. Planning and organising: Must be able to plan and organise own work and work of others. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the child and youth care field. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Computer literacy.

**DUTIES** : Care and development: Must be able to understand, facilitate and supervise the care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained. Creating a Stimulating environment: Must be able to create a caring and stimulating environment for children and youth. Monitoring and Evaluation: Must be able to track progress in the implementation of the recommended developmental programs. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions. Knowledge of the childcare act: Must understand and be able to implement the childcare act. Knowledge of rules and procedures: Must know and understand the rules and procedures of the care Centre.

**ENQUIRIES** : NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750. e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/194** : **SOCIAL AUXILIARY WORKER GR1 (X9 POSTS)**

**SALARY CENTRE** : R174 702 per annum  
 : (Ref No: DSD 171/05/2023) Amathole: Butterworth  
 : (Ref No: DSD 172/05/2023) BCM: East London LSO  
 : (Ref No: DSD 173/05/2023) NMM: Uitenhage LSO (X4 Posts)  
 : (Ref No: DSD 174/05/2023) Sarah Baartman: Port Alfred LSO  
 : (Ref No: DSD 175/05/2023) Koukamma LSO  
 : (Ref No: DSD 176/03/2023) Alfred Nzo: Umzimvubu LSO

**REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year). Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to social workers. Empathy: Must be able to respect and build positive relationships with the social workers. Trustworthiness: Must be able to build a positive relationship of trust with the social workers. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in social work.

**DUTIES** : Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context. Understanding social auxiliary work: Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the SA context. Social work profession: Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social issues.

**ENQUIRES** : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900  
 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626  
 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
 Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616  
 OR Tambo Ms P Tsuputse Tel No: 051 633-1609  
 e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)



<b><u>POST 17/195</u></b>	:	<b><u>RECEPTIONIST (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R171 537 per annum (Level 04) (Ref No: DSD 177/05/2023) OR Tambo: Qumbu Area Office (Ref No: DSD 178/05/2023) Port St Johns LSO (Ref No: DSD 179/05/2023) KSD LSO (Ref No: DSD 180/05/2023) Nyandeni LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Telephone etiquette.
<b><u>DUTIES</u></b>	:	Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as photocopy machines. Liaise with internal and external stakeholders. Maintain telephone directory. Maintain and control visitor register at reception.
<b><u>ENQUIRIES</u></b>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/196</u></b>	:	<b><u>SECURITY SUPERVISOR (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R171 537 per annum (Level 04) (Ref No: DSD 181/05/2023) BCM: John X Merrimen (Ref No: DSD 182/05/2023) Joe Gqabi: Lulama Futshane CYCC (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification plus certificate in security related studies. No experience required. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have Firefighting, First Aid, and crowd management training. Contingency planning training will be an added advantage. Experience working in a CYCC will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance processes to the level of Confidential. Be willing to work shifts and extended hours. Competencies: Knowledge of legislation and procedures related to physical security inclusive of access control, Fire-arm control, Trespassing. Knowledge of measures for the control and movement of equipment and people. Knowledge of prescribed security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, etc.) and the authority of security officers under these documents. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray machines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Competence which include the following: Human relations, people management and empowerment skills. Financial management skills, client orientation and customer focus. Communication (verbal, written and presentation) skills in English. Computer literacy and ability to train people.
<b><u>DUTIES</u></b>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies and service level agreements viz Conducting of on and off duty parades. Allocate duties and posting of security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry into buildings and the premises. Authorizing access and egress of equipment, documents, etc. into or out of buildings and the premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, Parameter Intruder Detection, security lights, etc.). Check all security related registers after shift change (e.g. OB, Visitors-, Vehicle-, Asset registers, etc.) Monitor and provide support in case of emergencies. Administrative and related functions viz Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Coordinate submission of claims related to Basic Condition of Employment Act. Provide security related services viz Administer key control

system. Identify risks and threats to the security of the Center. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets viz Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

**ENQUIRIES** : BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616  
OR Tambo Ms P Tsuputse Tel No: 051 633-1609  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/197** : **CHILD AND YOUTH CARE WORKER GRADE 1 (X8 POSTS)**

**SALARY CENTRE** : R166 869 per annum  
: (Ref No: DSD 183/05/2023) NMM: Erica Place of Safety (X4 Posts)  
(Ref No: DSD 184/05/2023) Protea Place of Safety (X3 Posts)  
(Ref No: DSD 185/05/2023) BCM: John X Merrimen (X1 Post)

**REQUIREMENTS** : National senior certificate. Competencies: Communication: Must be able to convey clear, simple and easy to understand messages/ information to children and youth. Empathy: Must be able to respect and build positive relationships with children and youth. Trustworthiness: Must be able to build a relationship of trust with children and youth. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Computer literacy.

**DUTIES** : Care and Development: Must be able to understand and provide care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Must be able to perform administrative activities relating to the completion of logbooks, incidents reports, etc Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth. Implementation of programs: Must be able to assist in the Implementation of planned programs and activities for children and youth on the basis of their identified developmental needs. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth. Knowledge of rules and procedures: Must know the rules and procedures of the care centre.

**ENQUIRIES** : BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 17/198** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X3 POSTS)**

**SALARY CENTRE** : R166 869 per annum  
: (Ref No: DSD 186/05/2023) Sarah Baartman: Graaf-Reinet LSO  
(Ref No: DSD 187/05/2023) Amathole: Komga LSO  
(Ref No: DSD 188/05/2023) Joe Gqabi: Elundini LSO

**REQUIREMENTS** : National Senior Certificate. Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to community. Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in community work.

**DUTIES** : Social engagement: Must have knowledge of community development environment, attitudes and values for the engagement in the Social development of communities. Understanding community dynamics: Must understand the social dynamics of communities. Understanding community development programs: Must be able to assist with the facilitation and implementation of various social development programs/ interventions.

<b><u>ENQUIRIES</u></b>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Ms P Tsuputse Tel No: 051 633-1609 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/199</u></b>	:	<b><u>NURSING ASSISTANT REF NO: DSD 189/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 761 per annum BCM: Silver Crown OAH National senior certificate. Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant. Competencies: Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).
<b><u>DUTIES</u></b>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<b><u>ENQUIRIES</u></b>	:	BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/200</u></b>	:	<b><u>DRIVER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R147 036 per annum (Level 03) (Ref No: DSD 190/04/2023) Chris Hani: Queenstown Area Office (Ref No: DSD 191/05/2023) NMM: Erica Place of Safety (Ref No: DSD 192/05/2023) Provincial Office
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code EC and operating certificate. Five (5) years' driving and operating specialized equipment experience Competencies: Communication skills. Ability to read and write. Good eyesight. Teamwork.
<b><u>DUTIES</u></b>	:	Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Transportation of work teams and materials/equipment's. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<b><u>ENQUIRIES</u></b>	:	BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsuputse at 051 633-1609 Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 17/201</u></b>	:	<b><u>SECURITY OFFICER (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R147 036 per annum (Level 03) (Ref No: DSD 193/05/2023) BCM: John X Merrimen (X2 Posts) (Ref No: DSD 194/05/2023) Joe Gqabi: Lulama Futshane CYCC (Ref No: DSD 195/05/2023) OR Tambo: Qumbu CYCC (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF level 4)/ Equivalent qualification). certificate. Five (5) years' driving and operating specialized equipment experience. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) at the level of Grade C. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have Firefighting, First Aid, crowd management training. CCTV operators training and contingency

planning will be an added advantage. A valid driver's license will be an added advantage. Experience working in a CYCC will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post will serve as an advantage. Be willing to work shifts and extended hours in a control room environment. Competencies: Knowledge of legislation and procedures related to physical security inclusive of CCTV systems, Fire detection/prevention systems, access control, Fire-arm control, Trespassing. Knowledge of measures for operations in a control room and control and movement of equipment and people. Knowledge of prescribed legislation and security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, etc.) and the authority of security officers under these prescripts. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray machines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Competence which includes the following: Human relations, Financial management skills, client orientation and customer focus. Communication (verbal, written and presentation) skills in English. Computer literacy and ability to train people.

- DUTIES** : Perform access control. Escort visitors to the relevant employee/venues where required. Report all the identified security incidents, breaches and non-compliance. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure that all incidents are recorded in relevant registers. Operate control room security equipment.
- ENQUIRIES** : BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)
- POST 17/202** : **LAUNDRY AID/WORKER (X3 POSTS)**
- SALARY CENTRE** : R125 373 per annum (Level 02)  
: (Ref No: DSD 196/05/2023) NMM: Enkuselweni Place of Safety (X2 Posts)  
: (Ref No: DSD 197/05/2023) Protea Place of Safety
- REQUIREMENTS** : NQF Level 2 (Grade 10 certificate) / Equivalent qualification. No experience required. Competencies: Possessing strong attention to detail and a desire to work efficiently. The employees must also have a drive to work thoroughly without cutting corners, in order to properly care for each article.
- DUTIES** : Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressers). Iron, fold count and pack laundered items and seal linen/clothes bags. Sort, count and record dirty linen/clothes. Report any machine defaults to the supervisor.
- ENQUIRIES** : NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF SOCIAL DEVELOPMENT**



- APPLICATIONS** : Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein, 9300. Attention Ms. A Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270. or E-mail to [recruitment@fssocdev.gov.za](mailto:recruitment@fssocdev.gov.za)
- CLOSING DATE** : 09 June 2023
- NOTE** : Direction to application: Applications must be submitted on the new Z83 form (update version that came into effect on 1 January 2021), obtained from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Section A, B, C and D are compulsory and Section E, F and G do not need to be completed if a detailed CV covering Sections is attached). The department, post name and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. If you have not been contacted within four (4) months after the closing date of this advertisement, please regard your application as 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. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Please note: The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. 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. Candidates will be required to undergo SMS Competency Assessment. No appointment will take place without the successful completion of SMS pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

**MANAGEMENT ECHELON**

- POST 17/203** : **CHIEF DIRECTOR: SPECIALIST SOCIAL SERVICES REF NO: DSDFS 32/23**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE** : Provincial Office (Bloemfontein)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. Five (5) years relevant experience at a Senior Managerial Level. The candidate must

have sound knowledge: White Paper on Social Welfare, Integrated Service Delivery model and reviewed Social Welfare Services Framework and Social Welfare Legislations. The candidate must have strategic capabilities and leadership skills, change management skills, problem solving and conflict management, people management and conflict management, people management and empowering skills, knowledge management and networking skills. Values/attitudes: Batho Pele principles. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.

**DUTIES** : Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating the implementation of the following Sub Programmes: HIV/AIDS, Anti-Substance Abuse, Social Crime Prevention and Victim Empowerment and Support Programmes. Provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

**ENQUIRIES** : Adv TJ Phahlo at 082 0440 057

**POST 17/204** : **DIRECTOR: INSTITUTIONAL CAPACITY BUILDING AND SUPPORT REF NO: DSDFS 33/23**

**SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE REQUIREMENTS** : Provincial Office (Bloemfontein)  
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Management Sciences/Social Sciences/Commerce/Public Management. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Knowledge of NPO Sector, NPO Act. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Competencies needed: Communication skills. Planning & organizing skills. Problem-solving skills. Monitoring & evaluation skills. Analytical skills. Business ethics. Financial management skills. People management and empowerment skills. Client orientation and customer focus skills. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.

**DUTIES** : Strategically plan, guide, coordinate and manage the development and successful implementation of the departmental policies and strategies as well as services in the Department in line with National and Provincial frameworks: Ensure that funded and unfunded NPOs are capacitated in terms of the NPO Act and other relevant prescripts. Facilitate the registration of NPOs (emerging and existing CBO's and FBO's with National DSD. Manage NPO compliance. Manage Risk Management Controls system and compliance for NPOs in collaboration with all other stakeholders. Develop and monitor policies and procedure that will enable effective administration of the NPO Act. Facilitate the establishment of Integrated NPO Forums at Provincial, District and Local/Municipal levels in collaboration with other service delivery partner. Assess the quality of service delivery by NPOs which receive financial awards from the Department of Social development through structured processes of Financial Monitoring and Compliance. Ensure the development of the

Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan in line with priorities as set out in the Free State Growth and Development Strategy and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in National and Provincial Committees and fora on matters related to the above. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

**ENQUIRIES**

: Ms. W Direko at 066 4876 191

**POST 17/205**

: **DIRECTOR: YOUTH DEVELOPMENT REF NO: DSDFS 34/23**

**SALARY**

: R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13<sup>th</sup>cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE**

: Provincial Office (Bloemfontein)

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Management Sciences/Social Sciences/Commerce/Public Management. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Competencies needed: Communication skills. Planning & organizing skills. Problem-solving skills. Monitoring & evaluation skills. Analytical skills. Business ethics. Financial management skills. People management and empowerment skills. Client orientation and customer focus skills. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.

**DUTIES**

: Strategically plan, guide, coordinate and manage the development and successful implementation of youth development programmes applicable to the mandate of the department. Provision of youth entrepreneurial skills development Programmes. Develop and implement exit strategies. Monitor implementation of youth skills development programmes. Provide youth mobilization programmes: Promote Youth participation programmes. Establish and capacitate youth formations. Establishment and Management of youth centers. Provide youth entrepreneurship development programmes. Establish and capacitate youth development organizations. Provide project management support to youth organizations. Monitor and Evaluate sustainability of youth projects. Ensure the development of the Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in National and Provincial Committees and fora on matters related to the above. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

**ENQUIRIES**

: Ms. W Direko at 066 4876 191

**POST 17/206**

: **DIRECTOR: CHILDREN SERVICES REF NO: DSDFS 35/23**

**SALARY**

: R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13<sup>th</sup>cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE**

: Provincial Office (Bloemfontein)

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/Social Work or equivalent qualification. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified

<b><u>DUTIES</u></b>	:	copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted. To ensure the effective strategic management on the rendering of social welfare services in respect of children. Manage the provision of partial care to children from birth to 18 years functions. Manage the provision of child care and protection. Manage the provision of alternative care and adoption services functions: Participate in the formulation of policy/legislation, practice, guidelines as well as norms and standards at National and Provincial level (including policy advocacy). To ensure accurate documentation and appropriate responses of all interventions on children matters. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of Early Childhood Development. Develop concept papers for alternative care and adoption programmes. Design, manage and evaluate pilot and special programmes. Monitor the implementation of norms and standards. Manage the accreditation of services and agencies. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms. ME Mbuyisa at 083 274 5610
<b><u>POST 17/207</u></b>	:	<b><u>DIRECTOR: SPECIAL NEEDS REF NO: DSDFS 35/23</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/Social Work or equivalent qualification. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.
<b><u>DUTIES</u></b>	:	Strategic management and facilitating the provision of community-based care, prevention capacity building and alternative care support services to persons with disabilities. Strategic management and facilitating the provision of community-based care, residential care and capacity building services to older persons. Monitor the implementation of norms and standards in respect of services to persons with disabilities and older persons. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of persons with disabilities and older persons. Facilitate the implementation of responsive community-based care and support programme. Facilitate the implementation transformation of community-based care and support services. Monitor and evaluate programme implementation of community-based care programme. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms. ME Mbuyisa at 083 274 5610
<b><u>POST 17/208</u></b>	:	<b><u>DIRECTOR: MANGAUNG DISTRICT REF NO: DSDFS 36/23</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mangaung, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/Social Work or equivalent qualification. Five (5) years of experience



<b><u>DUTIES</u></b>	:	at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted. To manage and facilitate the implementation of integrated developmental social services at district level. Strategically guide, manage and co-ordinate all activities in the District Office in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement services to children, families, older persons and people with disabilities, social relief services, HIV/AIDS social behaviour change. Render social crime prevention and victim support services. Render services to combat substance abuse. Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of Mangaung District to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO's, CBO's, FRO's, TLC's and communities to enhance accessible and coordinated social services. Participate in the development of Department's 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the department. Ensure monthly, quarterly and annual reporting. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms. BV Kgasane at 066 4876 169
<b><u>POST 17/209</u></b>	:	<b><u>DIRECTOR: SECURITY ADMINISTRATION, ANTI-FRAUD AND CORRUPTION REF NO: DSDFS 37/23</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (an all-inclusive package.) The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Security Management Sciences/Public Management or equivalent qualification. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Valid driver's license. The candidate must have ability to work under pressure, Ability to work in a team. Applicants are not expected to submit certified copies/attachments/proof of qualification certificates/ ID/Driver license/ qualifications on application, but only when invited for an interview/shortlisted.
<b><u>DUTIES</u></b>	:	Manage and provide strategic leadership to the Directorate Security Administration, Anti-Fraud and Corruption in the Department of Social Development. Manage the provision of security management services. Manage the development and implement physical security management policies, systems and procedures. Manage the Development and implement MISS policies. Manage the implementation of security measures, including access control. Manage the provision of staff vetting services. Liaison with other security agencies. Implement functions of the Security Manager in the department in terms of the MISS document. Control and manage the physical and electronic security of government buildings in the department as well as residences of the Executive Authority. Manage the financial and other resources allocated to the directorate. Ensure effective implementation of all security policies and measures. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.) Be prepared to work under pressure, on standby 24 hours and overtime when necessary.
<b><u>ENQUIRIES</u></b>	:	Ms. N Ntombela at 066 4867089

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Porter Supervisor with Ref No: Odi/12/04/2023/03 (**for Odi District Hospital**) advertised in Public Service Vacancy Circular 14 dated 21 April 2023 had an error on experience with grade 12. The experience on the post has been revised as follows: Porter Supervisor Ref No: ODI/11/05/2023/03 minimum grade 10/Abet level 4 with 3 years' experience as a porter. Or grade 12 certificate with 2 years' experience as a porter in a hospital environment. Those who previously applied are encouraged to re - apply. Enquiries: Mr RN Sithole Tel No: 012 725 2443. Closing Date for the post is extended to 02 June 2023. Kindly note that one job advertisement for 13 Lecturers PND1/PND2 Diploma in Nursing was advertised in Public Service Vacancy Circular 16 dated 12 May 2023 (**For Directorate: Gauteng College of Nursing (GCON), Centre: Chris Hani Baragwanath Campus**), The reference number have been amended to REFS/017136: The closing date has been extended to 09 June 2023.

**OTHER POSTS**

<b><u>POST 17/210</u></b>	:	<b><u>FAMILY PHYSCIAN MEDICAL SPECIALIST GR1 / GE2 / GR 3 REF NO: SDHS 2023 / FPMS / 1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum, (all – inclusive package) Grade 2: R1 386 069 per annum, (all – inclusive package) Grade 3: R1 605 330 per annum, (all – inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sedibeng District Health Services (Family Medicine Unit) Appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration as Specialist. Must have at least 5 years post community service PHC experience, with the ability to lead, manage as well as transfer skills at PHC level. Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Render clinical services to patients in the District Primary Health Care clinics including Clinical Medico- Legal services and rotate through service points as directed by service needs. Ensure leadership, clinical guidance and governance in the provision quality clinical services through the application of Family Medicine principles. Co-ordinate clinical service and family Medicine activities in the sub-district / cluster under his/her supervision and provide clinical and managerial support to the district. Care (COPC) program. Conduct audits and quality improvement projects on clinical and other relevant problems related to patient care and the health system Interpret, disseminate and implement Department policies related to core clinic standards and support the Family Medicine Unit in the development of protocols, guidelines and referral support, manage the train Medical Officers, Medical Interns and clinical associates. Provide clinical and managerial support to clinicians during normal and after-hours service delivery. Liaise and co-ordinate with District Hospital, Regional Hospital and Emergency Medical Services to ensure appropriate inter-facility patient referrals and clinical care. Supervise and manage the students, Clinical Associate students and Registrars in Family Medicine and primary care as a joint appointment with the University of the Witwatersrand Support, lead and participate in various District Clinical and management forum such as therapeutics committee (PTC), referral committee, Morbidity and Mortality review meetings, District research committee any forum as determined by the head of the unit. Participate in commuted overtime in the District clinics. Perform any other clinical, managerial or administrative duties as may be required by the Head of the clinical Unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. A. Kalain Tel No: (016) 428 7184 Applications can be hand delivered to The Deputy Director: Human Resource, Sedibeng District Health, Johan Heyns CHC, 2 <sup>ND</sup> Floor, or via courier to The Deputy Director: Human Resource, Sedibeng District Health, Private Bag X023, Vanderbijlpark 1900. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	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. According to Department of Public Service and Administration (DPISA) 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, 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. Sedibeng District 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.

- CLOSING DATE** : 02 June 2023
- POST 17/211** : **DENTAL SPECIALIST/SENIOR LECTURER REF NO: UPOHC/ORAL PATH/16/2023**  
Directorate: Oral and Maxillofacial Pathology
- SALARY CENTRE REQUIREMENTS** : R1 214 805 – R2 001 927 per annum, (all -inclusive package)  
: University of Pretoria Oral Health Centre  
: BDS/ BChD degree with additional qualification of MChD/ MDENT in Oral and Maxillofacial Pathology. The candidate must be registered with the HPCSA as an Oral Pathologist. Experience in teaching and training. Recommendations FC SA (PATH) Oral from the CMSA and a research experience are recommended. An interest in forensic dentistry is recommended.
- DUTIES** : The successful candidate will be required to provide histopathology service rendering on the speciality of Oral and Maxillofacial Pathology; teaching and training of both undergraduate and postgraduate students, and perform research in the Department. The successful candidate is expected to participate in the Head and Neck multidisciplinary team which includes performing intraoperative frozen sections. In addition, the candidate is expected to perform Forensic Odontology service rendering. Departmental duties may be assigned to the candidate.
- ENQUIRIES APPLICATIONS** : Dr T Kungoane Tel No: 012 319 2372, [Tsholofelo.Kungoane@up.ac.za](mailto:Tsholofelo.Kungoane@up.ac.za)  
: Quoting the relevant reference number. Applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with a minimum of at least three (3) referees. Certified documents will only be requested from shortlisted candidates on or before the day of the interview. Applications must be submitted Timeously, applications received after the closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 02 June 2023

- POST 17/212** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/017218 (X1 POST)**  
Directorate: Surgery (Vascular Surgery)
- SALARY** : R1 214 805 per annum (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA and current registration with HPCSA. Certificate in Vascular Surgery will be added advantage. Competencies/knowledge/skills: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic teams, emergency unit nursing team, ward nursing team. Surgical skillset to manage emergency and elective vascular surgery patients. Proof of current HPCSA registration. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to healthcare users.
- DUTIES** : Supervising the management of and managing patients with vascular diseases, performing, and supervising appropriate vascular surgical operations. Coordinating logistics and obtaining equipment and pharmaceuticals. Supervision and training of interns, medical officers, registrars, and fellows. Undergraduate teaching ward rounds and tutorials. Managing referrals from cluster hospitals. Administrative duties within the Vascular Department. Ability to initiate and conduct research. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr Arain (HOD Vascular Unit) Tel No: 011 933 9267/8804  
**APPLICATIONS** : 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](http://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](http://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** : 02 June 2023
- POST 17/213** : **MEDICAL SPECIALIST FELLOW GRADE 1 REF NO: REFS/017219 (X2 POSTS)**  
 Directorate: Internal Medicine  
 Contract Posts
- SALARY CENTRE REQUIREMENTS** : R1 214 805 per annum, (all-inclusive package)  
 : Chris Hani Baragwanath Academic Hospital  
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. No experience. Confirmation from College of Medicine with regards to the FCP II Results.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154  
 : 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](http://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](http://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** : 02 June 2023
- POST 17/214** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/017220 (X1 POST)**  
Directorate: Internal Medicine – Diabetes and Endocrinology
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Preference will be given to candidates with experience and qualifications in diabetology.
- 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) in diabetology. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and division meetings. 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 N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154  
: 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](http://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](http://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.

- CCLOSING DATE** : 02 June 2023
- POST 17/215** : **MEDICAL REGISTRAR REF NO: REFS/017221 (X1 POST)**  
Directorate: Clinical Director
- SALARY** : R906 540 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : An appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and current registration. Further experience after registration with the HPCSA as Medical Practitioner, and a relevant post-graduate qualification, will be an added advantage.
- DUTIES** : The Public Health Medicine registrar programme runs over a four-year period. Training includes work at institutes within, and affiliated to, the Gauteng Department of Health, as part of experiential learning; the opportunity to perform overtime work in another discipline or area within the Gauteng Department of Health; and further training with the Department of Community Medicine, School of Public Health, University of the Witwatersrand, to facilitate completion of a Masters in Medicine (MMEd) in Public Health Medicine and other requirements directed by the College of Medicine of South Africa, to become a Fellow (Specialist) in the College of Public Health Medicine. The successful candidate will also be expected to participate in the Department 's academic program and in any related research activities.
- ENQUIRIES** : Dr N Soma Tel No: (011) 933 0269  
**APPLICATIONS** : 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](http://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](http://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** : 02 June 2023
- POST 17/216** : **PERMANENT MEDICAL OFFICER: INTERNAL MEDICINE, FAMILY MEDICINE, PSYCHIATRY, ICU, RADIOLOGY, OBSTETRICS AND GYNAECOLOGY, PAEDIATRICS, SURGERY, ENT, ORTHORPAEDICS, UROLOGY, OPHTHALMOLOGY, ACCIDENT AND EMERGENCY, NEUROSURGERY, ANAESTHESIA REF NO: REFS/017192 (X15 POSTS)**  
Directorate: Medical Services (Advert will be active until 30 September 2023)
- SALARY** : Grade 1: R906 540 per annum, (all-inclusive package)  
Grade 2: R1 034 373 per annum, (all-inclusive package)  
Grade 3: R1 197 150 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Thelle Mogoerane Regional Hospital  
: **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. 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). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.
- ENQUIRIE** : Dr. K.K.R Mathosa Tel No: 011 891 7307  
Dr. C. Ndobe Tel No: 011 891 7305  
Dr. D. Mdluli Tel No: 011 891 7304
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional



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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 02 June 2023
- POST 17/217** : **DENTIST/LECTURER GRADE 1-3 REF NO: UPOHC/ORTHO/2023**  
Directorate: Orthodontics
- SALARY** : R880 521 – R1 491 627 per annum, (all-inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : BChD or BDS degree. Currently registered with the HPCSA as a dentist in the category Independent Practice. At least 3 years' experience as a dentist in general dental practice after Community Service. Postgraduate qualification (MSc or equivalent). Recommendations Undergraduate teaching and training record. Ability to fulfil duties independently. Innovative approach to challenging situations. Computer literate. Research track record with the ability to initiate and supervise research.
- DUTIES** : Initiate and organise teaching. Lecturing undergraduate and postgraduate students in Department of Orthodontics Render service to patients. Participate in departmental Research.
- ENQUIRIES** : Prof P Hlongwa Tel No: 012 319 244
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms SM Maleswena, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with a minimum of at least three (3) referees. Certified documents will only be requested from shortlisted candidates on or before the day of the interview. Applications must be submitted Timeously, applications received after the closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 02 June 2023

**POST 17/218** : **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: SEB-DDAS-05-23**  
 Directorate: Sebokeng Hospital  
 Sub-Directorate: Administration and Support  
 (Re-Advertisement, applicants previously applied must re-apply)

**SALARY** : R811 560 per annum  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration/Public Management/Business Administration/Information Management Science/Systems/Technology related qualification (NQF 6 or 7) with 10 years' experience in Administration & Support services and Information Management of which 3 years is at the Assistant Director level. A valid driver's license. Hospital management skills and experience would be an added advantage. Competency Skills: Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated. Knowledge: Knowledge of the Public Finance and Management Act, Public Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations.

**DUTIES** : Manage and supervise hospital administration and support services division. Responsible for Strategic Planning of hospital services, Administration, Record Management, Security Management, Linen Management, Cleaning, Porters, Mortuary Departments and Information Technology. Implement benchmarking to ensure improved outputs. Implement, Manage, and monitor compliance with Service Level Agreements. Manage the budget and supervise human resource. Ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the 237 division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.

**ENQUIRIES** : Chief Executive Officer: Mrs. MA Madolo Tel No: 016 930 3300  
**APPLICATIONS** : All applications must be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street.

**NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents

will result in the application not being considered. Communication 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the of the institution. People with disabilities are encouraged to apply. Candidates will be subjected to Pre-Employment Medical Assessment.

- CLOSING DATE** : 02 June 2023
- POST 17/219** : **ASSISTANT MANAGER NURSING REF NO: SDHS 2023 /ASD /1 (X1 POST)**
- SALARY** : R683 838 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- 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. Valid Registration with the South African Nursing Council (SANC). A valid driver's license. A post basic qualification with a duration of at least 1 year accredited by the SANC (Primary Health Care OR Advanced Midwifery). A minimum of 10 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least six (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 PHC or Advanced Midwifery. At least 3 years of six (6) year period referred to above must be appropriate/ recognizable experience at management level (Operational Manager). Competencies/skills/Knowledge: Computer Literacy, leadership, clinic management/administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Implementation of Ideal Clinic Framework. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training. Be allocated to work night shifts, weekends, public holidays and relieve the Operational Manager when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof, i.e. (Contracting, Midterm review and final assessment).
- ENQUIRIERS** : Ms Disebo Peppenene Deputy Director Nursing at 082 8131899
- APPLICATIONS** : Applications can be hand delivered to The Deputy Director: Human Resource, Sedibeng District Health, Johan Heyns CHC, 2<sup>ND</sup> Floor, or via courier to The Deputy Director: Human Resource, Sedibeng District Health, Private Bag X023, Vanderbijlpark 1900. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered. No faxed applications will be considered.
- NOTES** : 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](http://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. 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, 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. Sedibeng District 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.

- CLOSING DATE** : 02 June 2023
- POST 17/220** : **OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: REFS/017189**
- SALARY CENTRE REQUIREMENTS** : R627 474 - R703 752 per annum, plus benefit  
 : Thelle Mogoerane Regional Hospital  
 : Grade 12 (standard 10). A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife. One (1) year Post Basic Qualification in Advance Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse of which 5 years must be appropriate/recognizable experience after obtaining a 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a professional nurse (2023). Knowledge, Skills, Training and Competencies. In depth knowledge of and understanding of Health-Related Acts, Regulations, Guidelines and other polices. Knowledge and understanding of legislative framework of the Public Service, Constitution of the Republic of South Africa. Acts and Regulations e.g., Basic Conditions of Employment Act, Nursing Act, Ethos. Good communication skills, Time management, Change management, Sound knowledge of Batho Pele Principles and Patient Charter. Risk management skills.
- DUTIES** : Manage and co-ordinate the implementation of a holistic, comprehensive, specialized nursing care in the Maternity component. Demonstrate effective communication with patients, supervisors, and other multi-disciplinary team within and outside of the hospital. Ensure that the clinical nursing practice is in accordance with the scope of practice and standards as guided by Maternity National Guidelines, IPC, Quality, NCS and all priority programs. Ability to organize and plan own work, time, and that of support staff to ensure quality patient 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 work as part of a multidisciplinary team to ensure good and quality nursing care that is cost effective equitable and efficient. Manage all resources in an efficient and cost-effective manner. Be able to provide relief services at supervisory/management level, after hours cover, work on weekends and on holidays as per need. Ensure interdepartmental work relationship.
- ENQUIRIES APPLICATIONS** : Ms. M.R.E. Damane Tel No: 011 891 7299  
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 02 June 2023
- POST 17/221** : **ASSISTANT MANAGER NURSING GENERAL (AREA) DAY & NIGHT SHIFTS REF NO: REFS/017185 (X3 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R627 474 – R724 278 per annum, plus benefits  
: Thelle Mogoerane Regional Hospital  
: Basic R425 qualification (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of period referred to above must be appropriate/recognizable experience at management level (less 1 year from experience for candidates appointed from outside Public Service after complying with registration requirement) Diploma/Degree in Nursing Administration/Management will be an added advantage. Candidates should be computer literate.
- DUTIES** : Responsible for Coordination and delivery of quality Nursing Care within the relevant department. Participate in formulation, monitoring and implementation of Policies, guidelines, standard operating procedures, and regulations pertaining to Nursing Care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training, and personal development of self and sub-ordinates including management of underperformance and grievances. Collect, provide, and use relevant information/statistics for the enhancement of service delivery. Executive after hours and week-end duties as scheduled. Rotate on day and night shifts.
- ENQUIRIES APPLICATIONS** : Ms. MRE Damane Tel No: 011 891 7299  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 02 June 2023, NB: The closing time on the closing date will be 12h00
- POST 17/222** : **OPERATIONAL MANAGER (OHS COODINATOR) REF NO: JUB 17/2023 (X1 POST)**  
Directorate: Nursing
- SALARY** : R497 193 – R559 686 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 12 (Matric)or equivalent qualification. Basic R425 Diploma/Degree in nursing and Midwifery or equivalent qualification that allows for registration with the SANC as Professional nurse. One Year diploma or equivalent qualification in Occupational Health and Safety with recognisable institution. Minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC. As Professional in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/recognisable experience in coordination of OHS and implementation of the staff wellness clinic. knowledge of OHS practices, nursing acts, regulations and ideal hospital. Willingness to work shifts, public holidays, after hours, standby and weekends. Ability to act for other Nurse Managers in a Hospital.
- DUTIES** : Provision of in-depth knowledge of Acts, Policies, Procedures, OHS prescripts and legislation, ethnical Nursing practice and how it impacts on service delivery. Facilitate, coordinate and review institutions standard operating procedures and guidelines regarding OHS and staff wellness clinic in alignment with the national guidelines and Legislation. Implement and maintain an effective Hospital staff wellness clinic that is compliant with all general safety regulations. Ability to demonstrate in depth knowledge of the compensation for Occupational injuries and diseases Act and all legislation that guide the OHS and wellness Programme. Compile analyse and submit accurate reports to meet deadlines monthly, quarterly and annually. Maintain the therapeutic environment where health care can be provided. Conduct training, coordinate and conduct and manage staff medical surveillance. Participate in the analysis, formulation of and implementation of the nursing guidelines, protocols and standard operating procedures. Practice norms and standards as per guidelines and per Ideal Hospital Management and Realisation Framework. Maintain professional growth ethical standard and development of self and subordinated. Participate in Hospital committee and represent OHS programme at the management portfolio and the hospital's different quality,

surveillance and infection Prevention and Control Committees. Maintain a good relationship with EAP, provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate basic understanding of HR, Financial Policies and Practices.

**ENQUIRIES APPLICATIONS** : MS Aphane KJ Tel No: (012) 717 9300  
: documents must be submitted to Jubilee District Hospital, Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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. general information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 02 June 2023, Time: 15:00

**POST 17/223** : **OPERATIONAL MANAGER GENERAL (PNA 5) REF NO: JUB 16/2023**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum  
: Jubilee District Hospital  
: Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows registration with SANC as the Professional Nurse. A minimum of 7 (seven) years appropriate/recognisable experience in Nursing after registration as Professional nurse with SANC in General Nursing and Midwifery. Diploma/Degree in Nursing Management will be an added advantage. Verified experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. South African Nursing council annual practicing certificate, valid driver's licence. Other skills/requirements: More complex report writing when required, willing to work shifts, public holidays, after hours, standby and weekends. Ability to act for another nurse managers including night shift supervisors.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Ensure clinical nursing practice by the Nursing Team (Unit) in accordance with the scope of practice and nursing standard as determined by the Hospital. To assist in achieving optimal quality health care, goals and objective including rehabilitation of patients. Maintain constructive working relationship with nursing and other staff, medical officers, multi-disciplinary team and other stake holders. Participate in the analysis, formulation of and implementation of the nursing guidelines, protocols, standards operating procedures. Practice norms and standards. Maintain professional growth /ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial policies, and practices.

**ENQUIRIES APPLICATIONS** : MS Aphane KJ Tel No: (012) 717 9300  
: Documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this

- institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 02 June 2023, Time: 15:00
- POST 17/224** : **OPERATIONAL MANAGER GENERAL PNA5 REF NO: REFS/017188 (X2 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, plus benefits  
: Thelle Mogoerane Regional Hospital  
: Grade 12 (standard 10). A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife. A minimum of 7 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse and Midwife with the SANC.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES APPLICATIONS** : Ms. M.R.E Damane Tel No: (011) 891 7299  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 02 June 2023, NB: The closing time on the closing date will be 12h00
- POST 17/225** : **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING ADVANCE MIDWIFERY REF NO: REFS/017186 (X8 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R431 265 – R497 193 per annum, plus benefits  
: Thelle Mogoerane Regional Hospital  
: Grade 12: Basic R425 qualification (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. Current (2023) SANC license to practice. Computer literacy. Certificate in ESMOE training will be an added advantage.
- DUTIES** : Provide quality Maternal and Neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP (Perinatal problem identification programme) and EMTCT (Elimination of mother to child transmission of HIV) 118 guidelines. Promotion of MBFHI (Mother Baby Friendly Hospital Initiative). Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance to Ideal Hospital Realization Framework guideline, policies, regulations, protocols, guidelines, and SOP. Communication and Problem-solving skills and accurate data collection. To assist in planning/organizing and monitoring of the objectives of the specialized unit (Maternity unit) in consultation with subordinates. To provide a therapeutic environment for staff, patients, and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g., workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g., during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources, material resources and budget. Participation in training and research, Provision of Support to Nursing Services, to assist with the relief of duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e., team building, Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms MRE Damane Tel No: 011 891 7299  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 02 June 2023, NB: The closing time on the closing date will be 12h00
- POST 17/226** : **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING ADVANCE MIDWIFERY (X12 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193.per annum, (plus benefits)  
Grade 2: R528 696 – R645 720.per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services:  
Levai Mbatha CHC Ref No: SDHS/MID/01/2023  
Johan Heyns CHC Ref No: SDHS/MID/02/2023  
Sharpville CHC Ref No: SHDS/MID/03/2023
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification, with a duration of at least 1 year accredited with SANC in terms of Government notice no R212 in Advanced Midwifery and Neonatal Nursing Science. **Grade 1:** Minimum of 4 years appropriate/recognizable experience in General Nursing after registration as Professional nurse with SANC, plus 1 year post basic nursing qualification accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. Current Registration (2023) SANC. Certificate in ESMOE training will be an added advantage. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science.
- DUTIES** : Provide quality Maternal and Neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP (Perinatal problem identification programme) and EMTCT (Elimination of mother to child transmission of HIV) 118 guidelines. Promotion of MBFHI (Mother Baby Friendly Hospital Initiative). Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ensure compliance to Ideal Clinic Realization Framework guideline, policies, regulations, protocols and SOP. Communication and Problem-solving skills and accurate data collection. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on

scientific principles. To delegate duties to support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff and support staff. To ensure continuity of patient care on all levels e.g., workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the District. Effective utilization of resources: Human Resources, material resources and financial resources. Participation in training and research. Assist with the relief of duties and act as shift-leader on both day and night shift. Partake in overall specialized unit functions, i.e., team building, Maintain professional growth/ethical standards and self-development. Participate in preparation of and attending monthly maternal and morbidity meetings. Provide in-service education in managing maternal and neonatal complications, including drills.

**ENQUIRIES  
APPLICATIONS**

: Ms Disebo Peopenene Deputy Director Nursing Tel No: (016) 950 6002  
 : Applications can be hand delivered to The Deputy Director: Human Resource, Sedibeng District Health, Johan Heyns CHC, 2<sup>ND</sup> Floor, or via courier to The Deputy Director: Human Resource, Sedibeng District Health, Private Bag X023, Vanderbijlpark, 1900. Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered. 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](http://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. 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, 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. Sedibeng District 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 Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

**CLOSING DATE**

: 02 June 2023

**POST 17/227**

: **PROFESSIONAL NURSE GRADE 1: SPECIALTY PRIMARY HEALTH CARE (X16 POSTS)**

**SALARY**

: Grade 1: R431 265 – R497 193.per annum  
 Grade 2: R528 696 – R645 720.per annum

**CENTRE**

: Sedibeng District Health:  
 Emfuleni Sub District Ref No: SDHS/PHC/01/2023  
 Lesedi Sub District Ref No: SDHS/PHC/02/2023  
 Midvaal Sub District Ref No: SHDS/PHC/03/2023

**REQUIREMENTS**

: Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification, with a duration of at least 1 year accredited with SANC in terms of Government notice no R212 in Primary Health Care. **Grade**

**1:** Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the speciality of Primary Health Care. Current Registration (2023) SANC. Certificate in ESMOE training will be an added advantage. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality.

**DUTIES**

: Provide Primary Health Care through implementation of a comprehensive nursing care plan/program for the promotion of health, self-care, treatment, and rehabilitation of patients. Assess, diagnose and administer treatment plan of common or minor health conditions presented at primary health care facilities in accordance with prescribed norms and standards, guidelines and treat patients condition as prescribed. Demonstrate an understanding of nursing legislation and related frameworks. Act as a shift leader in the unit in the absence of the facility manager to ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required (multi-disciplinary team within the district). Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ensure compliance to Ideal Clinic Realization Framework guideline, norms and standards, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff and support staff. Effective utilization of resources: Human Resources, material resources and financial resources. Participation in training and research. Assist with the relief of duties and act as shift-leader on extended hours of service. Partake on overall specialized unit functions, i.e., team building, Maintain professional growth/ethical standards and self-development. Participate in preparation of monthly continuous medical education (CME).

**ENQUIRIES  
APPLICATIONS**

: Ms Disebo Pepenene Tel No: (016) 950 6002  
 : Applications can be hand delivered to The Deputy Director: Human Resource, Sedibeng District Health, Johan Heyns CHC, 2<sup>ND</sup> Floor, or via courier to The Deputy Director: Human Resource, Sedibeng District Health, Private Bag X023, Vanderbijlpark, 1900. Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not 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](http://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. According to Department of Public Service and Administration (DPISA) 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, 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. Sedibeng District 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 Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

- CLOSING DATE** : 02 June 2023
- POST 17/228** : **DENTAL TECHNICIAN GRADE 1-3 REF NO: UPOHC/DT/05/2023**  
Directorate: Prosthodontics
- SALARY CENTRE REQUIREMENTS** : R359 622 - R595 251 per annum, (plus benefits)  
: University of Pretoria Oral Health Centre  
: National Diploma, B-Tech degree or any equivalent qualification in Dental Technology. Current registration with the SA Dental Technicians Council. At least 5 years' experience practicing as a qualified dental technician. Must be competent in all aspects of dental technology, including dentures and orthodontic appliances construction. Previous teaching experience, knowledge of CAD/ CAM and Maxillofacial prosthodontics will be an advantage.
- DUTIES** : Preparation of models, bite blocks, special trays and demonstration set-ups for removable prosthodontic; manufacturing of orthodontic study models, removable and partial fixed orthodontic appliances, teaching and assessment of undergraduate students on complete and partial dentures, orthodontics wire bending and construction of orthodontic appliances; computer literate to be able to prepare demonstrations as well as collate and submit marks; construction of a limited number of cases for service delivery for staff and postgraduates. Teaching students how to manage equipment and see to the upkeep and maintenance of same in the laboratory. Ability to fulfil duties independently.
- ENQUIRIES APPLICATIONS** : Mr N Ntshikilana Tel No: 012 319 2211  
: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001. No faxed or email applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 02 June 2023
- POST 17/229** : **SPEECH AND AUDIOLOGIST GRADE 1 REF NO: REFS/017222 (X1 POST)**  
Directorate: Speech Therapy And Audiology (Paediatric)
- SALARY CENTRE REQUIREMENTS** : R359 622 per annum, (plus service benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Qualification in Audiology or Speech Therapy & Audiology, completion of Community service. Current independent practice registration with HPCSA. Competencies: Knowledge and skills in neonatal and paediatric hearing screening, diagnostic hearing assessments and hearing aid fittings. Preference will be given to those who have exposure to or experience in vestibular assessment and rehabilitation, electrophysiology and aural rehabilitation. Ability work as a team, planning, organizing, coordinating, and communication skills. Ability to engage in solution-based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To carry out a broad range of paediatric audiological procedures in accordance with best practice guidelines and engage in clinical research. To ensure that clinical resources are maintained according to protocols, which includes biological checks and reporting of faults. To work within a multidisciplinary team within professional boundaries. To supervise community service therapists and

students. To comply with Performance Management processes. To participate in departmental teambuilding and projects. To adhere to infection control procedures and assist with maintaining accreditation requirements. To participate in departmental research projects.

**ENQUIRIES  
APPLICATIONS**

: Dr. Sadna Balton Tel No: (011) 933 0379  
: 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](http://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](http://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**

: 02 June 2023

**POST 17/230**

: **FINANCE OFFICER REF NO: LCOEC/FINANCE/01/2023 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 per annum (Level 07), (plus benefits)  
: Lebone College of Emergency Care  
: Applicants must be in possession of an appropriate recognized Bachelor's degree/National Diploma-in Public Management / Financial Management / Accounting or Commerce Minimum of 3-5 years' experience in public sector financial management environment or Grade 12 certificate with 10-12 years' experience in public sector environment. Extensive experience in Finance, HRM, SRM, Transport, Assets, IT, Stores, Risk Management Advance Computer literacy. Ability to solve problems, manages time, develop people and apply him/her creatively and with integrity. A valid code 08 driver's licence. Thorough Knowledge of HR planning, Employment Equity Act, Basic Conditions of Employment Act, OSD regulations and the Public Service Regulatory and Management framework. Extensive and proven management and supervisory experience. Job Related knowledge: Treasury or Financial Regulations or the Public Financial Management Act (PFMA). Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS) Excellent

		verbal and written communication Supply Chain Management Framework and Asset Management.
<b><u>DUTIES</u></b>	:	Budgeting: Ensure that the Budget and MTEF inputs are in line with the agreed strategic plans of the Gauteng Department of Health and Wellness. Consolidate budget inputs from cost centers and manage expenditure reviews. Compile annual budget estimates and ensure that the preparations of the budget. Compile annual budget for the College and ensure the implementation of budgetary controls and expenditure. Compile Medium Term Expenditure projections. Manage revenue collection by maximizing debt recovery methods to obtain targets. Monitor expenditure trends and reconciliation against budget and cash flow projections. Manage income and expenditure. Monitor monthly reconciliation. Plan and prioritize expenditure in line with the budget Financial reporting: compile monthly financial reports. Monitoring of all income and expenditure analysis to guide the Management. Supervise, train and guide Human Resource of Finance and Supply Chain Management. Process Basic Accounting System (BAS), Compile BAS sundry payments advice. Check and verify compliance with procedures (checklist). Capture payments on BAS. Analyse and manage Travel Agency account. Ascertain invoices received. Compile financial reports and payment reports. Draft accruals and payables report. Manage petty cash. Monitor and Control petty cash. Issue and replenish petty cash. Shifting of the budget. Preparation of budget bi-laterals. Allocation of budget to standard items Preparation of monthly commitment report and IYM. Monitor and correct the variances identified. Control monthly expenditure of COE (Payroll). Monitoring and Controlling of BAS payments. Check and Control monthly journals.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B Ramatsetse Tel No: 012 356 8000
	:	Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia.
<b><u>NOTE</u></b>	:	Employment equity will be taken into consideration. The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The communication from HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 three (3) months after the closing date, please accept that your application was unsuccessful. 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.
<b><u>CLOSING DATE</u></b>	:	02 June 2023 @ 12H30
<b><u>POST 17/231</u></b>	:	<b><u>CLINICAL ASSOCIATE REF NO: ODI/11/05/2023/01</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R317 127 per annum, (All-inclusive excluding Commuted overtime)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Odi District Hospital
	:	Bachelor of science (Clinical Medical Practice) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical Clinical Associate.
<b><u>DUTIES</u></b>	:	Obtaining a patient history and performing a physical examination of the patient in accordance with his or her level of education, training, and experience. Ordering and/or performing diagnostic and therapeutic procedures for common and important conditions in South Africa and in accordance with his or her level of education, training, and experience. Interpreting findings and formulating a diagnosis for common and emergency conditions referred to in paragraph (b) in accordance with his/her level of education, training and experience. Performing, inter alia, the following procedures under supervision of a registered medical practitioner and in accordance with his/her level of education, training, and experience. Developing, implementing, and monitoring a comprehensive management plan for common and important conditions. Issuing sick certificates for a period not exceeding 3 days and that should

contain the name and contact details of the supervising registered medical practitioner. Prescribing medicines for common and important conditions according to the primary health care level Essential Drug List (ELD) and up to schedule IV, except in emergencies when appropriate drugs of higher schedules may be prescribed. The prescription must contain the name of supervising registered medical practitioner. In the case of drugs not on EDL the prescription must be countersigned by a register medical practitioner. Being the required assistant at surgery. Making appropriate admission, discharges, and referrals.

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

**NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**CLOSING DATE** : 02 June 2023

**POST 17/232** : **OCCUPATIONAL THERAPY TECHNICIAN REF NO: ODI/11/05/2023/02**

**SALARY** : R276 237 per annum, (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Basic occupational therapy technician certificate (OTT): Appropriate qualification (with duration of at least 2 years) that allows for the registration as occupational therapy technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an occupational therapy technician. Experience: **Grade 1:** with less than 10 years' service/appropriate experience (after registration/complying with minimum appointment requirements). **Grade 2:** with 10 years and more service/appropriate experience (after registration/complying with minimum appointment requirements). Competencies (knowledge/skills): Sound communication, reading and writing skills. Good interpersonal, organisational and planning skills. Good report writing and leadership skills. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational therapy. Knowledge and understanding of evidence-based practise. Sound knowledge of various physical and mental health conditions. Supervisory experience. Computer literacy.

**DUTIES** : Implementation of specific planned Occupational Therapy Clinical Service in wards under supervision of an Occupational Therapy. Contribute to specific Occupational Therapy assessment through conducting screening evaluations according to set clinical protocols and guidelines. Perform Administrative duties. Including report writing, data collection. Contribute to Resource Management. Maintain adequate stock levels. Contribute to Training & Development.

**ENQUIRIES** : Mr Thobejane SV Tel No: 012 725 2370  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**CLOSING DATE** : 02 June 2023

**POST 17/233** : **ELECTRO-CARDIOGRAM ASSISTANT REF NO: ECG/ASS/05/2023**  
 Directorate: Therapeutic Department

**SALARY** : Grade 1: R243 627 – R276 237 per annum, (plus benefits)



- CENTRE REQUIREMENTS** :
- : Thelle Mogoerane Regional Hospital (TMRH)
  - : Grade 12 certificate or NQF Level 4. A minimum of 2 years' experience in ECG (basic interpretation), with duration of at least 2 years that allows for the required registration with the Health Professional Council. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** :
- : Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital [Clinics & wards]. Report all faulty equipment's to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports, and documents. Assist with various administrative duties as assigned by the Team Leader. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** :
- : Ms D.D. Chauke Tel No: (011)891 7298
  - : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.
- CLOSING DATE** :
- : 02 June 2023

**POST 17/234** : **ADMINISTRATIVE CLERK (REVENUE) REF NO: REFS/017203 (X1 POST)**  
Directorate: Gauteng Colleges of Nursing (GCON)

**SALARY** : R202 233 - R235 611 per annum (Level 05), (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Campus  
**REQUIREMENTS** : Grade 12 certificate or equivalent with Accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial delegations) Knowledge of the Public Service Transversal systems (BAS, PERSAL, SAP, etc.). At least two (2) years' relevant working experience in the Public Service Finance environment.

**DUTIES** : Receive invoices, check invoices for correctness, verification, and approval. Process invoices. Filing of all documents. Cash collection. Receive salary advice. Process advice. Distribute salary advice. Process notes on the payroll. Compile payroll certification file. File all documents. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Collect information from budget holders. Compare expenditure against budget. Identify variances. Promote the Vision and Mission of the College. Address administrative enquiries and perform any other duty delegated by supervisors.

**ENQUIRIES** : Ms. P. Ndaba Tel No: (011) 983 3006  
**APPLICATIONS** : All application must be submitted online only. Applicants must submit a fully completed most recent Z83 (81/971431) and a comprehensive Curriculum Vitae (CV) only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPISA) website. Applications should be submitted on <http://professionaljobcentre.gpg.gov.za>

**NOTE** : Shortlisted candidates will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

**CLOSING DATE** : 06 June 2023

**POST 17/235** : **STORE ASSISTANT REF NO: ODI/11/05/2023/04**

**SALARY** : R147 036 per annual (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification. No experience required. Knowledge in Hospital SCM environment will be an added advantage. Good communication skills and ability to work under pressure. Ability to read and write.

**DUTIES** : Perform logistic related duties. Open and manage all aspects of VA10, VA11 as per PAS Administration System. Compile VA7, VA2 and relevant documentation for receiving and distribution of goods and services. Implementing analytical technique. Replenishment of stock level. Distributing stock and equipment to the Units. Assist in stock-taking. Ensure proper record keeping. Cleaning of stores. Perform messenger duties and any other duties delegated by the supervisor. Adhere to Health and Safety requirements. N.B Rotation within the section.

- ENQUIRIES** : Mr Tlhoaele AJ Tel No: 012 725 2316/2331
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 02 June 2023
- POST 17/236** : **SESSIONAL MEDICAL OFFICER: INTERNAL MEDICINE, FAMILY MEDICINE, PSYCHIATRY, ICU, RADIOLOGY, OBSTETRICS AND GYNAECOLOGY, PAEDIATRICS, SURGERY, ENT, ORTHOPAEDICS, UROLOGY, OPHTHALMOLOGY, ACCIDENT AND EMERGENCY, NEUROSURGERY, ANAESTHESIA, DERMATOLOGY REF NO: REFS/017191 (X16 POSTS)**  
Directorate: Medical Services (Advert will be active until 30 September 2023)
- SALARY** : Grade 1: R436.00 (per hour), maximum 80 hours per month  
Grade 2: R498.00 (per hour), maximum 80 hours per month  
Grade 3: R576.00 (per hour), maximum 80 hours per month
- CENTRE REQUIREMENTS** : Thelle Mogoerane Regional Hospital  
: **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. 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). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.
- ENQUIRIE** : Dr. K.K.R Mathosa Tel No: 011 891 7307  
Dr. C. Ndobe Tel No: 011 891 7305  
Dr. D. Mdluli Tel No: 011 891 7304
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 30 September 2023
- POST 17/237** : **SESSIONAL CLINICAL PSYCHOLOGIST REF NO: CLINICAL PSYCHOLOGIST (4)**  
Directorate: Clinical Psychologist
- SALARY** : Grade 1: R380.00 (per hour), maximum 80 hours per month  
Grade 2: R442.00 (per hour), maximum 80 hours per month  
Grade 3: R512.00 (per hour), maximum 80 hours per month
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as Clinical Psychologist. Registration with the HPCSA I. No experience required after registration with the HPCSA. **Grade 2:** Appropriate qualification that allows for registration with the relevant council/ HPCSA and a minimum of 5 years' appropriate experience. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA. A minimum of 10 years' appropriate experience.
- DUTIES** : The incumbent will be responsible to apply knowledge of evidence based on as Clinical Psychologist An appropriately recognized master's degree in Clinical Psychology. Current registration with the Health Professions Council of South Africa in the category Clinical Psychologist. Psychological assessment, psychological intervention, and consultation experience. Knowledge of ethics, systems, procedures, and regulations. A valid driver's license. Computer literate. Skills and Competencies: Good Psychological intervention and assessment skills. Good communication and interpersonal skills including building rapport, congruence, and meta-communication. Good report writing and problem-solving skills. Working in a team. Good work ethic (Integrity and trustworthiness) Interest in continuing education and development. Apply all Acts, regulations, and policies. Implementation and monitoring of recordkeeping, accurate statics collection and analysis thereof. Maintain high standard of quality assurance. Assist with supervision, communication, training of students. Monitoring of equipment's and other resources. Provide psychological clinical support and contribute to reducing average length of stay (ALOS)within the institution. participating in all,

departmental audit activities, preparing, and writing of reports. Improve quality of care. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings.

**ENQUIRIES**  
**APPLICATIONS**

: Deputy Director: Ms D.D. Chauke Tel No: 011 891 7298  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

**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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

**CLOSING DATE**

: 30 September 2023

**POST 17/238**

: **SESSIONAL CLINICAL PSYCHOLOGIST REF NO: CLINICAL PSYCHOLOGIST (X4 POSTS)**

Directorate: Clinical Psychologist

**SALARY**

: Grade 1: R380.00 (per hour), maximum 80 hours per month  
Grade 2: R442.00 (per hour), maximum 80 hours per month  
Grade 3: R512.00 (per hour), maximum 80 hours per month

**CENTRE**  
**REQUIREMENTS**

: Thelle Mogoerane Regional Hospital  
: **Grade 1:** Appropriate qualification that allows for registration with HPCSA as Clinical Psychologist. Registration with the HPCSA. **Grade 1:** No experience required after registration with the HPCSA. **Grade 2:** Appropriate qualification that allows for registration with the relevant council/ HPCSA and a minimum of 5 years' appropriate experience. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA. A minimum of 10 years' appropriate experience.

**DUTIES**

: The incumbent will be responsible to apply knowledge of evidence based on as Clinical Psychologist An appropriately recognized master's degree in Clinical Psychology. Current registration with the Health Professions Council of South Africa in the category Clinical Psychologist. Psychological assessment, psychological intervention, and consultation experience.

Knowledge of ethics, systems, procedures, and regulations. A valid driver's license. Computer literate. Skills and Competencies: Good Psychological intervention and assessment skills. Good communication and interpersonal skills including building rapport, congruence, and meta-communication. Good report writing and problem-solving skills. Working in a team. Good work ethic (Integrity and trustworthiness) Interest in continuing education and development. Apply all Acts, regulations, and policies. Implementation and monitoring of recordkeeping, accurate statistics collection and analysis thereof. Maintain high standard of quality assurance. Assist with supervision, communication, training of students. Monitoring of equipment's and other resources. Provide psychological clinical support and contribute to reducing average length of stay (ALOS) within the institution. participating in all, departmental audit activities, preparing, and writing of reports. Improve quality of care. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings.

**ENQUIRIES**  
**APPLICATIONS**

: Deputy Director: Ms D.D. Chauke Tel No: 011 891 7298  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475

**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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

**CLOSING DATE**

: 30 September 2023

<b><u>POST 17/239</u></b>	:	<p><b><u>SESSIONAL THERAPEUTIC: PHYSIOTHERAPY, RADIOGRAPHY, DIETICIAN, OCCUPATIONAL THERAPIST, SOCIAL WORKER, SPEECH &amp; AUDIOLOGY, ENVIRONMENTAL HEALTH, ELECTROCARDIOGRAM ASSISTANT, MEDICAL TECHNOLOGIST, PODIATRY, CLINICAL ENGINEER, OPTOMETRIST, SONOGRAPHER REF NO: REFS/017190 (X11 POSTS)</u></b></p> <p>Directorate: Therapeutic Services</p>
<b><u>SALARY</u></b>	:	<p>Grade 1: R237.00 (per hour), maximum 80 hours per month  Grade 2: R277.00 (per hour), maximum 80 hours per month  Grade 3: R324.00 (per hour), maximum 80 hours per month</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Thelle Mogoerane Regional Hospital</p> <p><b>Grade 1:</b> Appropriate qualification that allows for registration with HPCSA within Therapeutic Service. Registration with the HPCSA or relevant council. No experience required after registration with the HPCSA. <b>Grade 2:</b> Appropriate qualification that allows for registration with the relevant council/ HPCSA as a Therapeutic Officer. A minimum of 5 years' appropriate experience as relevant Therapeutic Officer. <b>Grade 3:</b> Appropriate qualification that allows for registration with the HPCSA or relevant Council as Therapeutic officer. A minimum of 10 years' appropriate experience.</p>
<b><u>DUTIES</u></b>	:	<p>The incumbent will be responsible to apply knowledge of evidence based on the relevant therapeutic service. Apply all Acts, regulations and policies. Plan and implement a cost effective, sustainable therapeutic service. Implementation and monitoring of recordkeeping, accurate statics collection and analysis thereof. Maintain high standard of quality assurance. Assist with supervision, communication, training of students and assistants. Monitoring of equipment's and other resources. Provide therapeutic services and contribute in reducing average length of stay (ALOS) within the institution. Oversee the therapeutic management of patient and related administrative duties, participating in all, departmental audit activities, preparing, and writing of reports. Improve quality of care by providing appropriate therapeutic clinical care. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Deputy Director: Ms D.D. Chauke Tel No: 011 891 7298</p> <p>Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.</p>
<b><u>NOTE</u></b>	:	<p>Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a>. 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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be</p>

expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 30 September 2023
- POST 17/240** : **SESSIONAL PROFESSIONAL NURSES GENERAL REF NO: REFS/017187**  
Directorate: Nursing
- SALARY** : Grade 1: R194.00 (per hour), maximum 80 hours per month  
Grade 2: R237.00(per hour), maximum 80 hours per month  
Grade 3: 285.00 (per hour), maximum 80 hours per month
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e., diploma/degree in Nursing as a Professional Nurse. Midwifery will be an added advantage. Knowledge of Basic computer. Service certificates are compulsory. Verifiable proof of experience. Strong leadership, good communication and sound interpersonal skills are important.
- DUTIES** : Provision of optimal, holistic, quality nursing care with set standards and within a profession/legal framework. Provision of treatment and care to patients within the designated unit, in a cost effective, efficient, and equitable manner. Promoting professionalism and always leading by example. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Demonstrate an understanding of nursing legislation including nursing strategy and ethical nursing practices. Knowledge of Batho-Pele principles, Relevant Legislations, Regulations, Policies and Patient`s Right Charter. Coordinate projects when delegated. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so. Provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES** : Ms. MR.E. Damane Tel No: 011 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- 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](http://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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional 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: experience that 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

**CLOSING DATE**

: 02 June 2023, NB: The closing time on the closing date will be 12h00

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

**OTHER POSTS**

<b><u>POST 17/241</u></b>	:	<b><u>HEAD CLINICAL UNIT (ORTHOPEADICS) REF NO: MAD 09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade1: R1 887 363 – R2 001 927 per annum Grade 2: R2 061 837 – R2 252 583 per annum The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Madadeni Provincial Hospital An appropriate qualification in the appropriate Health Science (MBCHB); Plus, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Orthopaedics. Plus At least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Orthopaedics. Knowledge, Skills and Competencies required: Sound Clinical knowledge and expertise in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<b><u>DUTIES</u></b>	:	Planning and implementation of Specialist Orthopaedic services (Outpatient, Inpatient and Operating Theatre lists). Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist Orthopaedic service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Participate /support the outreach programme to the referring Hospitals and Clinics. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDS of the General Surgery department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. X.F Nene Tel No: 034 328 8007
<b><u>FOR ATTENTION NOTE</u></b>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 The Recruitment Officer 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 - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	09 June 2023

**POST 17/242** : **MEDICAL SPECIALIST GRADES 1 – 3 (INTERNAL MEDICINE) REF NO: PMMH/SPEC/INTMED 01/2023 (X1 POST)**

**SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive packages)  
Grade 2: R1 386 069 - R1 469 883 per annum, (all-inclusive packages)  
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive packages)  
consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: Medical Specialist Grades 1 – 3 (Internal Medicine) MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Internal Medicine). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Internal Medicine). Current (2023) registration as a Medical Specialist with HPCSA. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.  
Experience: Medical Specialist **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Specialist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Specialist **Grade 2**: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Specialist **Grade 3**: Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound knowledge and skills associated with the practice of internal medicine. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

**DUTIES** : Run speciality clinics. Provide in-patient and out-patient clinical services in all spheres of Internal Medicine and in all domains of the department. Assist with undergraduate and post-graduate training. Training and supervision of interns, medical officers and nurses. Maintain clinical, professional and ethical conduct. Ability to develop and maintain quality improvement programs and policy documents. Administrative responsibilities as delegated by the Head Clinical Unit. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Promote clinical effectiveness through the development, dissemination and implementation of clinical protocols and standard treatment guidelines aligned with national and provincial norms and standards. Accept delegated responsibility from the Head Clinical Unit. To participate in and contribute to the research and outreach activities of Department of Medicine. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

**ENQUIRIES APPLICATIONS** : Dr M Mitha Tel No: 031 907 8470/ 8265  
: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

**FOR ATTENTION** : Mr. M.F Mlambo

- NOTE** : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male and White Male are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)
- CLOSING DATE** : 09 June 2023
- POST 17/243** : **MEDICAL SPECIALIST REF NO: DPKISMH 18/2023 (X1 POST)**  
Component: Anesthetics
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive package + a Fixed commuted overtime.  
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive package + a fixed commuted overtime.  
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive package + a fixed commuted overtime  
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
- CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital  
: **Grade 1:** Appropriate qualification Plus registration with HPCSA as a Specialist. No experience required. **Grade 2** Appropriate qualification Plus five (05) years post registration experience as a Medical Specialist in Anesthetics. **Grade 3:** Appropriate qualification Plus ten (10) years post registration experience as a Medical Specialist in Anesthetics. Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB) or equivalent Plus, Registration certificate with HPCSA as a Medical Specialist in Anaesthetics plus Current registration with HPCSA as a Specialist (2023 receipt). FCA (SA) or MMed (Anaesthetics). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the Anaesthetics Department. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Knowledge of current Health and Public Servants legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Ability to provide Specialist Anaesthetic consultation and services. Accept responsibility for administration of anaesthesia. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery

plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/in reach programmes. 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. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources. NB. Performance of Commuted Overtime is compulsory and will be worked in Anaesthetics department on the needs of the institution.

- ENQUIRIES** : Dr ZN Moyce: HCU: Anaesthetics Tel No: 031 530 1423
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 June 2023.
- POST 17/244** : **MEDICAL SPECIALIST (ORTHOPEADICS) (GRADE 1-3) REF NO: MAD 06/2023 (X1 POST)**
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum  
Grade 2: R1 386 069 – R1 469 883 per annum  
Grade 3: R1 605 330 – R2 001 927 per annum  
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Specialist **Grade 1**: Appropriate qualification plus registration with the HPCS as a Medical Specialist in Orthopedics. Medical Specialist **Grade 2**. Appropriate qualification, registration certificate, plus FIVE (5) years' experience after registration with the HPCSA as a Medical Specialist in Orthopedics. Medical Specialist **Grade 3**. Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Orthopedics. Knowledge, Skills and Competencies required: Sound clinical knowledge and experience in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics.

**DUTIES**

Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development. Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area Clinical and customer care (patient perspective) in the respective speciality. Provide a full package of services including after hour service. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Manage performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide principal specialist services and support to the Clinical Head of UNIT. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of Junior Staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system that ensures a seamless health service.

**ENQUIRIES  
APPLICATIONS**

Dr. X.F Nene Tel No: 034 328 8007  
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

**FOR ATTENTION  
NOTE**

The Recruitment Officer  
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](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**

09 June 2023

**POST 17/245**

**ASSISTANT MANAGER: MEDICAL PHYSICIST REF NO: GS 44/23**  
Component: Radiation Oncology Department

**SALARY**

R1 018 047 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE  
REQUIREMENTS**

Grey's Hospital- Pietermaritzburg  
Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist. Current annual registration with Health Professions Council of South Africa as a Medical Physicist. (2023/2024). A minimum of 3 year's appropriate experience after registration with HPCSA as a Medical Physicist. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources Recommendations: Experience at the Hospital that performs specialized 3D HDR Brachytherapy, 3DCRT, IMRT and VMAT. Physical ability to handle Radiotherapy and associated equipment. Ability to work full 40 hours a week, and working overtime and after-hours when requested. Strong Radiotherapy background. Knowledge, Skills and Experience: Sound knowledge of ionizing radiation and imaging in Radiotherapy. Sound knowledge of Radiotherapy dosimetry equipment, computers, software, treatment planning system and planning principles. Operation, monitoring of maintenance, record keeping, and care of all

Radiotherapy equipment and accessories. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Knowledge of designing the Radiotherapy protocols and standard of operations. Sound knowledge of radiation protection, handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems. Capable of using initiative for problem solving, recognizing the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy Diligent, dependable, good communication, interpersonal relationship, research, development and teaching skills. Maintenance of morals and ethics at all costs.

**DUTIES** : Provide Medical Physics support for Radiotherapy treatment units including the drawing of specifications, acceptance testing, commissioning, calibration, quality assurance and optimal safe usage. Provide Medical Physics support for Radiotherapy Treatment Planning in Brachy and External Beam. Active participation in the routine execution of clinically related medical physics tasks. Undertake leadership and administrative duties related to the management of the division. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Maintain routine radiation surveys for all Radiotherapy equipment. Assist with lecturing/ tutoring/ training of medical physics programme to the under and postgraduate registrars and radiotherapists. Actively participation and assist with the research and development programme of the Medical Physics. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Participate in the departmental/ interdepartmental committees, e.g. QA committee, planning meetings and Hospital's Health and Safety programme on radiation. Provide limited Medical Physics support to Diagnostic Radiology. Perform EPMDS assessment for the junior medical physicist. To ensure that Batho-Pele principles are upheld.

**ENQUIRIES** : Mr N. Mdletshe Tel No: 033 897 3540/ 3222  
**APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

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

**CLOSING DATE** : 02 June 2023

**POST 17/246** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: G56/2023**  
Cluster: Security Management Services

**SALARY** : R811 560 per annum (Level 11), (an all-inclusive salary package)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Matric Certificate (Grade 12), An Appropriate Degree or Diploma in Security Management PLUS Three (3) to Five (5) appropriate Managerial experience in a Security Administration; Plus Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Job Purpose: To manage all Physical Security operations in the whole KZN Department of Health. The ideal candidate must: Promoting the generation and sharing of knowledge of the physical security environment and learning in order to enhance the collective knowledge of the organization and personnel. Have the knowledge of KwaZulu Natal Health Act. Minimum Information Security Standards (MISS). Minimum Physical Security Standards (MPSS). Knowledge of Criminal Procedures Act 1997 and Control of Access to Public Premises and Vehicles Act, 1985. Arms and Ammunition Act, 1969 and Disaster Management Act, 2002. Have the knowledge of Occupational Health and Safety Act, 1993 and Trespass Act, 1959. Public Service Act, 1994 and Labour Relations Act, 1995. Have the knowledge of exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others. Must be able to communicate with external stakeholders such as SAPS, SSA, Commercial Crime Intelligence Unit, Private Security Service Providers, National Department of Health, PSIRA, Department of Justice, Department of Labour and Office of the Premier. Be able to communicate with internal stakeholders such as Senior Management,

National Department of Health, District Management teams and in-house security personnel.

**DUTIES**

: Ensure that Private Security personnel are managed in accordance with the terms and conditions stipulated in Service Level Agreement (SLA). Ensure that all Private Security Providers have a valid SLA in place and Compliance with the SLA by the Private Security providers. Ensure that the Private Security Providers are adhering to PSIRA Prescripts and re registered accordingly. Ensure that physical security audits are planned and conducted accordingly. Manage and arrange Security Audits of all health facilities in the Province and prepare recommendations, Monitor the implementation of recommendations and Prepare quarterly reports to Management on the status of the Departmental Security environment. Conduct physical security audits with other security agencies i.e SAPS, SSA and NDOH and Submit Quarterly reports to the National Department of Health on the compliance of the Department. Manage personnel security within the department in liaison with the National Intelligence Agency and the SAPS: Coordinate investigations in liaison with SAPS and Internal Risk Management Unit. Prepare Security Awareness and Training Programme for the department, Oversee District Security Awareness and Training Workshops. Ensure that all security breaches are reported and investigated and Monitor progress to conclusion and submit monthly reports per District to Manco. Analyse and develop policies, guidelines aimed at ensuring a safe environment for departmental assets and personnel. Develop Security Policy and Guidelines for implementation for the securing of state assets, Ensure that Guidelines and Policies are being implemented and adhered to. Control and co-ordinate the development of Institution specific Policies and Guidelines. Ensure effective access control at all facilities is maintained. Prepare a Provincial Health Security Policy incorporating MISS and MPSS and Ensure that institutions are compliant with MPSS. Manage utilization of resources allocated to the Sub-Component in an efficient and Effective manner including the development of staff. Monitoring of budget allocation for the component, ensure that all in-house security personnel are appropriately trained. Ensure that all in-house security personnel within the Department of Health are registered with PSIRA and conduct inspections accordingly. Maintain an appropriate filling system for all physical security matters with the Department including Private Security Providers and Prepare PMDS for staff with the component.

**ENQUIRIES  
APPLICATIONS**

: Mr MM Dladla Tel No: 033- 395 2724  
: All 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  
NOTE**

: Miss L Mthlanae  
: 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 (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 09 June 2023



**POST 17/247** : **DEPUTY DIRECTOR: INTERGRITY SECURITY REF NO: G57/2023**  
Cluster: Security Management Services

**SALARY** : R811 560 per annum (Level 11), (an all-inclusive salary package)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Matric Certificate (Grade 12) An Appropriate Degree or Diploma in Security Management PLUS Project Management, VIP Protection, Policy Development, CIA/CCSA Certificate and Conflict Management. Three (3) to Five (5) Extensive supervisory experience in a security in a Security Management Environment Administration; Plus Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Job Purpose: To ensure effective and efficient integrity management in the implementation of security management for the Department of Health in accordance with the requirements of the Legislative Framework as well as the Department Policies, procedures and risk mitigation plans The ideal candidate must: Promoting the generation and sharing of knowledge and learning of the physical security environment and learning in order to enhance the collective knowledge of the organization. Communication Skills: Exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others.

**DUTIES** : Facilitate the formulation and maintenance of the Integrity Security Management Strategy, Policy, norms and standards and security protocols for the entire Department in accordance with legislative and National Policy imperatives: Design and implement appropriate monitoring and evaluation mechanism to determine the extent of compliance to prescribed security management policy and procedures by Institutions and report thereon. Evaluate risk assessment, profiles and security related reports to ascertain potential security threats to the Department, personnel, information, computer and communication to enable the Development of security risk mitigation strategies. Monitor and implement vetting process that includes role players such as the State Security Agency and SAPS to ensure that personnel security is maintained within the Department: Conduct an awareness programme for the Vetting of personnel in the Department, Maintain a database of all vetting results including actions taken for negative results, Implement a Personnel Security Screening system for the Department of Health which includes CIPC, Credit check, Criminal Check and Nationality and Work with Human Resource Management Services to implement the verifications of Financial Disclosures Forms for all personnel within the Department. Provide a security liaison service to departmental managers and institutions by anticipating and reporting on threats; and instituting remedial action on current security breaches to enable a safe and security environment: Develop a Policy and guidelines for dealing with security breaches and adverse incidents, Implement reporting systems for security breaches and adverse incidents, Implement remedial action for all security breaches and adverse incidents, Monitor the trend of braches and report on a monthly basis to Management. Work with the Provincial Health Operations Centre to assist with monitoring and reporting of adverse incidents and Conduct Security Risk Assessments for facilities. Perform a skills gap analysis to establish security training needs and source or develop the required training interventions to close the gap. Utilise resources allocated to sub-component in an efficient and effective manner including the development of staff.

**ENQUIRIES** : Mr MM Dladla Tel No: 033- 395 2724  
**APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION** : Miss N Mnyandu  
**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 (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 09 June 2023
- POST 17/248** : **ELECTRICAL ENGINEER GRADE 1 REF NO: DPKISMH19/2023 (X1 POST)**  
Component: Facilities Management
- SALARY** : R795 147 – R847 221 per annum, (all - inclusive salary package)
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent. A University Degree/B –Tech at NQF 7 in Electrical Engineering. A minimum of three years (03) in operations or engineering maintenance. Practical experience in a hospital or similar environment in engineering department is essential. Compulsory registration with ECSA. Three years post qualification engineering experience required. Unendorsed valid Code B driver's license (Code 08). Computer literate. Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Recommendation GCC factories will be an added advantage. Knowledge, Skills, Training and Competence Required: Responsible for all round asset care and maintenance of the facility, its land and buildings, plant and machinery, infrastructure and reticulation, energy usage and sustainability asset replacements. Provide engineering inputs and guidance, which include all aspects of innovative and complex engineering. Applications for the development of infrastructure Delivery Management Systems (DMS). Possess PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Possess Provincial/Departmental Supply Chain Management Policies. Possess National Building Standards Act of 1977 and Regulations. Possess Occupational Health and Safety Act of 1993 and Regulations. Possess Government Immovable Asset Management Act of 2007. Possess Health and Regulation Act 61 of 2003. Possess Engineering Profession Act of 2000.
- DUTIES** : Responsible for continuous performance, improvement, assurance and quality management of occupational health and safety within the hospital perimeter as per OHS Act NO.85 of 1993 and Regulations. Management of the engineering department, which includes strategic people management. Personnel utilization. Personnel efficiencies, orientation, and performance reviews and oversee the development and maintenance of staff competence. Responsible for ensuring that systems are in place to control and manage maintenance such as functional of planned/presentative maintenance programs, job card and call out systems. Ensure service reports and record sheets of major equipment, breakdown and legal requirements are completed, recorded and archived as per company policy and various laws. Identify, recognize, and motivate the need and feasibility for capital upgrades, improvements, and replacements. Direct and control the engineering of water control, energy saving and all sustainability projects. Financial control of the capital and operational budgets. Prepare budgets, bids/tenders, contracts and direct the negotiations to external service provider workflows. Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services. Management of on - site contractors e.g. quotes are obtained and contractors are approved within set guidelines.
- ENQUIRIES** : Mr. LS Latchminarain – Deputy Director: Facilities Tel No: 031 530 1407
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: [pixley.recruitment@kznhealth.gov.za](mailto:pixley.recruitment@kznhealth.gov.za)
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only Z83 and CV.

Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH15/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 02 June 2023
- POST 17/249** : **OPERATIONAL MANAGER SPECIALITY REF NO: MBO 21/2023 (X1 POST)**  
Component: Theatre and CSSD
- SALARY** : R627 474 - R654 960 per annum. Other benefits: 13<sup>th</sup> Cheque, 8% Rural Allowance, Homeowners Allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital  
Diploma/ degree in Nursing. Current registration with SANC as a General Nurse and Midwife. A post basic qualification in Operating Theatre Nursing Science with duration of a least one (1) year accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant Speciality. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills and Competences Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit. Ensure proper functioning of theatre and CSSD unit. Supervision and monitoring of provision of quality nursing care through implementation of National Core standards, policies and procedures. To provide a therapeutic environment to staff, patients and public. To effectively organize the availability of resources. To effectively manage utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Implementation and management of IPC protocols. Maintain accurate and complete records according to legal requirements. To participate in Quality improvement programs and Clinical Audits. Participate in staff, student and patient training. Monitor implementation of EPMDS. Exercise control over discipline, grievance and labour relations issues according to laid down policies and procedures. Identify, develop and control risk management systems within the unit. Uphold the Batho Pele and Patients right principles
- ENQUIRIES** : Mr NM Mhlongo Tel No: 035 476 6242 Ext 1011/  
[ndumiso.mhlongo@kznhealth.gov.za](mailto:ndumiso.mhlongo@kznhealth.gov.za)
- APPLICATIONS** : Applications should be forwarded to: Human Resource Manager Or Hand delivered to: Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820
- 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](http://www.kznhealth.gov.za). The application form (Z83) must

be accompanied by a detailed Curriculum Vitae only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

- CLOSING DATE** : 02 June 2023
- POST 17/250** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 05/2023**  
Quality Assurance
- SALARY** : R497 193 – R559 686 per annum. 13<sup>th</sup> Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE** : King Cetshwayo District Office
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2023), Computer Literacy (Microsoft packages), Unendorsed valid driver's license, a 1 year post basic qualification in Primary Health Care Nursing is recommended. Applicants must display project management skills, facilitation skills, good communication skills, interpersonal skills and counselling skills and financial management skills. Ability to do a PowerPoint presentation, report writing abilities, make independent decisions, priorities issues and other work related matters, work under pressure and meeting the set targets.
- DUTIES** : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specific policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established and that these have quality improvement project that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients' Rights Charter & Batho Pele programme etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Time Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluating of the Quality Assurance programmes within the district. Co-ordinate all aspect of national core standards programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessment. Visit facility maintain reports of such visit. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly and quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patients Experience of care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care. Attend meetings, workshops, training and development courses. Perform other duties assigned to you by your supervisor or any other official delegated to assign duties.
- ENQUIRIES** : Mrs NN Ngubane Tel No: 035 787 6213

- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department
- FOR ATTENTION NOTE** : Mr MTR Nzuza  
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Department of Health is an equal opportunity and affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Department. Employment Equity Target for this advertised post is African Male. 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.
- CLOSING DATE** : 02 June 2023
- POST 17/251** : **ULTRASONOGRAPHER REF NO: NMH/UR/2023 (X1 POST)**
- SALARY** : Grade 1: R444 741 – R506 016 per annum, Plus 8% Rural Allowance Benefits: 13<sup>th</sup> Cheque, medical- aid (optional), Housing Allowance (Employees must meet the prescribed requirements)  
Grade 2: R520 785 – R595 251 per annum, Plus 8% Rural Allowance Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).  
Grade 3: R612 642 – R658 482 per annum, Plus 8% Rural Allowance Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
- CENTRE REQUIREMENTS** : Niemeyer Memorial Hospital  
: Senior Certificate or equivalent qualification. Degree/ Diploma in Ultrasound/ Bachelor's degree in Technology: Ultrasound. Current registration with HPCSA as an Ultrasound Radiographer (2023/2024). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service) to be submitted by shortlisted candidates. **Grade 1:** Experience: Nil for South African radiographer that have completed community service and after registration with the HPCSA as an independent practitioner (Diagnostic Ultrasound) **Grade 2:** Experience: 10 years relevant experience after registration with the HPCSA as an independent practitioner (Diagnostic Ultrasound) **Grade 3:** Experience: 20 years relevant experience after registration with the HPCSA as an independent practitioner (Diagnostic Ultrasound). Knowledge, Skills, Experience and Competencies Required: Sound knowledge of ultrasound procedures. Knowledge of equipment use and trouble shooting. Knowledge of relevant health and safety policies, regulations and acts Knowledge of quality assurance procedures and methods Sound communication, interpersonal, problem solving, teaching and training skills. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy.
- DUTIES** : Provide a high quality ultrasound service according to the patient needs. To promote good health practices and ensure optimal patient care Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior

staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patient on ultrasound examinations. Participate in departmental quality assurance quality improvement programs and National core standards Inspect and use equipment, professionally to ensure that they comply with safety standards. Develop protocols to ensure that the sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmers.

- ENQUIRIES** : Mr. CG De Klerk Tel No: 034 331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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 reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).
- CLOSING DATE** : 02 June 2023
- POST 17/252** : **SOCIAL WORKER SUPERVISOR REF NO: EGUM 22/2023**
- SALARY** : Grade 1: R432 348 – R500 715 per annum  
Grade 2: R530 010 – R791 622 per annum  
Plus: 13<sup>th</sup> Cheque / service bonus, Homeowners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent. Bachelor Degree of Social Work. Six (06) to Eight (08) years appropriate experience in Social Work. Registration with South African Council as Social Worker. Current and previous experience endorsed and stamped by Human Resource (Employment History). Knowledge, Skills, Training and Competencies Required: Knowledge of the policies and prescripts in the area of operation. Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, Counselling skills, staff supervision and management, Policy analysis, problem solving skills, planning/ organizing, and ability to function as part of the team.
- DUTIES** : Conduct assessments that are problematic for the supervisees aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions, ensure reporting on progress and identify further/amended interventions to address the identified conditions. Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service. Manage performance, conduct and discipline of supervisees.

Ensure that all the administrative functions required in the unit are performed to the required standard. Undertake social work research and development and contribute to the development of policies. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Ensure that records of social work interventions, processes and outcomes are produced and maintained. Monitor and study the social services legal and policy framework continuously. Professional and general supervision of the relevant staff. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. This includes continuous professional development activities as prescribed, the mentoring and guiding of sub-ordinates to assist them to integrate theory and practice, and to develop appropriated skills.

**ENQUIRIES  
APPLICATIONS**

: Dr. L.Z Seithleko Tel No: 039 - 797 8100  
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION  
NOTE**

: Human Resource Department  
 : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), updated and fully detailed with experience Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. 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). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). 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. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

**CLOSING DATE**

: 02 June 2023 at 16H00 afternoon

**POST 17/253**

: **PROFESSIONAL NURSE GRADE 1&2 SPECIALTY-OPERATING THEATRE & CSSD REF NO: LRH 32/2023 (X2 POSTS)**

**SALARY**

: Grade 1: R431 265 – R497 193 per annum  
 Grade 2: R528 696 – R 645 720 per annum  
 Other Benefits: 13<sup>TH</sup> Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance

**CENTRE  
REQUIREMENTS**

: Ladysmith Regional Hospital  
 : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. Current registration with SANC (2023 Receipt). Registration certificates with SANC in General Nursing and Midwifery Plus. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in

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

**DUTIES** : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement. Appropriate/Recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.

**ENQUIRIES** : Mrs. T.M. Buthelezi Tel No: 036-6372111

**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](http://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** 02 June 2023

**POST 17/254** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY AND NEONATAL REF NO: JOZ CLI 02/2023 (X1 POST)**

**SALARY** : Grade 1: R431 265 per annum



Grade 2: R528 696 per annum

Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Homeowner's allowance (employee must meet prescribed Requirements)

**CENTRE  
REQUIREMENTS**

: Othobothini Community Health Centre (Jozini Clinic)  
: Matric / Grade 12. Degree/ National Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse, Current registration with SANC (2020). **Grade 1:** A Minimum of 4 years appropriate / recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. **Grade 2:** a minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Empathy and counselling skills. Willingness to work shifts, night duty, week-ends and public holidays; including extended hours where need arises.

**DUTIES**

: Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post- partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients needs and expectations according to Batho Pele Principles and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coaching staff to impart skills and knowledge for approved quality of care.

**ENQUIRIES  
APPLICATIONS**

Ms. N.I Mthethwa Tel No: 035 572 9002  
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE**

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za) . Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be

requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

- CLOSING DATE** : 09 June 2023
- POST 17/255** : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 27/2023 (X5 POSTS)**
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 220 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital (Maternity)  
: **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional 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 at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department knowledge, skills and competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures including PMTCT. To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Show understanding of Perinatal Problem Identification programme. Analyze reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation.
- ENQUIRIES APPLICATIONS** : Mrs. CN Mkhwanazi Tel No: 039-6877311 ext. 127  
: All 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](http://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/ 21/2023 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) 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. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

<b><u>CLOSING DATE</u></b>	:	02 June 2023
<b><u>POST 17/256</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 26/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>		Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) Rural allowance 8%, Housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbongolwane District Hospital Senior certificate / grade twelve certificate or equivalent qualification. Certificate of registration with SANC as General Nurse plus Midwifery. Diploma or Degree in General Nursing and Midwifery. One year post basic nursing qualification in advanced midwifery. Current registration with SANC as a General Nurse, midwifery and advanced midwife. Grade 1: A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC. One year post qualification in advanced midwifery. Grade 2: A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least Ten (10) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer Literacy. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. An updated knowledge of the priority programmes and the management thereof.
<b><u>DUTIES</u></b>	:	Assist with the implementation of the UN Millenium Development Goals e.g. reducing child mortality and the Saving Mothers Initiative. 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 at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure quality nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDS. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme Assist with the reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of Patient Safety Incidents and management thereof. Demonstrate a basic understanding of HR and financial policies and practices. Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards. Must be able

to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in implementation of National Core Standards. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

**ENQUIRIES** : Mr NM Mhlongo Tel No: 035 476 6242 or Ext 1011  
**APPLICATIONS** : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

**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. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE** : 02 June 2023

**POST 17/257** : **CLINICAL NURSE PRACTITIONER (SAMUNGU CLINIC) REF NO: MBO 23/2023**

**SALARY** Grade 1: R431 265 – R497 193 per annum  
 Grade 2: R528 696 – R645 720 per annum  
 Other Benefits: medical aid (optional) housing allowance: employee must meet prescribed requirements, 8% Rural Allowance, 13<sup>th</sup> cheque.

**CENTRE** : Mbongolwane District Hospital  
**REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing **Grade 2:** A minimum of 14 years appropriate / recognizable Experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 Years must be appropriate / recognizable experience after Obtaining the one year post basic qualification in Primary Health Care Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

**DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization

of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.

- ENQUIRIES** : Mr VH Zikhali Tel No: 035 4766242 or Ext 1008
- APPLICATIONS** : Applications to be forwarded to: Or Hand Delivered To: The Chief Executive Officer, Mbongolwane Hospital, Private Bag X126, Kwa-Pett 3820
- FOR ATTENTION** : Human Resource Manager
- 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](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 02 June 2023
- POST 17/258** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – MATIWANESKOP**  
**CLINIC REF NO: LRH 33/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13<sup>TH</sup> Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
- CENTRE** : Ladysmith Regional Hospital (Primary Health Care)
- REQUIREMENTS** : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. current registration with SANC (2023 Receipt) Registration certificates with SANC in General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. NB: shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions.

Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

**ENQUIRIES  
APPLICATIONS**

: Mrs. N Nkehli Tel No: 36-637 2111  
: All applications should be posted to: The Human Resource Management,  
Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370  
Mr S.L.Dlozi

**FOR ATTENTION  
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](http://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)  
02 June 2023

**CLOSING DATE**

**POST 17/259**

: **CLINICAL NURSE PRACTITIONER GRADE1 OR GRADE 2 REF NO:  
ITS16/2023 (X1 POST)**

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Itshelejuba Hospital –Pongola Clinic  
: Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse, **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Sound Management and negotiation skills. Knowledge of Labour Relations, Clinical Competences, Knowledge of nursing care delivery approaches.

**DUTIES**

: Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC re-engineering, Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care, Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts, Plan and organise own

work and that of support personnel to ensure proper nursing care, Be able to implement the institutional major incident (disaster) plan as required, Work as part of the multidisciplinary team to ensure good nursing care, Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required, Participate in the analysis and formulation of nursing SOP's and procedures, Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager, Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity, Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences, Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles, Promote quality of nursing care as directed by standards at primary health care facilities, Manage all resources within the facility effectively and efficiently to ensure optimum service delivery.

- ENQUIRIES** : All enquiries should be directed to Ms. CN Mwelase Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 June 2023
- POST 17/260** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: ITSH17/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Other Benefits: 12% Rural Allowance, 13<sup>th</sup> Cheque, Housing Allowance (Employee Must Meet Prescribed Requirement and Medical Aid (Optional)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC) Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Sound Management and negotiation skills. Knowledge of Labour Relations, Clinical Competences, Knowledge of nursing care delivery approaches.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community

in line with PHC re-engineering, Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care, Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts, Plan and organise own work and that of support personnel to ensure proper nursing care, Be able to implement the institutional major incident (disaster) plan as required, Work as part of the multidisciplinary team to ensure good nursing care, Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required, Participate in the analysis and formulation of nursing SOP's and procedures, Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager, Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity, Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences, Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles, Promote quality of nursing care as directed by standards at primary health care facilities, Manage all resources within the facility effectively and efficiently to ensure optimum service delivery, Prevent and participate in management of complains and patient safety incidents.

**ENQUIRIES APPLICATIONS**

: All enquiries should be directed to Ms. CN Mwelase Tel No: 034-4134000  
 : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047; Pongola, 3170 or hand delivered to Human Resource Office.

**NOTE**

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

**CLOSING DATE**

: 02 June 2023

**POST 17/261**

: **PROFESSIONAL NURSE SPECIALTY: TRAUMA AND EMERGENCY /CRITICAL CARE NURSING SCIENCE REF NO: IITSH 18/2023 (X1 POST)**

**SALARY**

: Grade 1: R431 265 per annum  
 : Grade 2: R528 696 per annum  
 : Other Benefits: 12% Rural Allowance, 13<sup>th</sup> cheque, Housing Allowance (Employee Must Meet Prescribed Requirement and Medical Aid (Optional)

**CENTRE REQUIREMENTS**

: Itshelejuba Hospital  
 : Senior Certificate/ Grade 12 or Equivalent qualification Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Trauma and Emergency, Current registration with SANC as a Professional Nurse General and Trauma and Emergency Nursing/Critical Care Nursing Science plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. **Grade 1:** A minimum of 4 years appropriate/



recognizable experience as General Nurse, **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in Trauma and Emergency Unit after obtaining the one year post basic qualification for the relevant specialty (Trauma and Emergency Nursing/Critical Care Nursing Science) Knowledge, Skills And Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act, Display a concern for patients, promoting and advocating proper treatment, Sound understanding of legislations and related ethical nursing practices within the unit. Report writing skill, conflict management, interpersonal and team building skills, Communication skills.

**DUTIES**

: Provide Comprehensive quality nursing care to patients/clients in critical care unit in a cost effective, efficient manner, Assist in planning, organizing and monitoring of objectives of objectives of the hospitalised 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 policy and procedures., Assist in EPMDS evaluation of staff, within the unit and participate in the monitoring of training and development of staff, Provide direct and indirect supervision of all staff within the unit and give guidance., Order appropriate level of consumables and monitor utilization. Ensure that all equipment in the unit is adequate and is checked and in working order, Provide for safe, therapeutic and hygienic environment. Working effectively and amicably at supervisory level, with persons of diverse intellectual, culture, racial or religious differences. Demonstrate an understanding of Human Resources 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**

**APPLICATIONS**

: All enquiries should be directed to Ms. SE Nkabinde Tel No: 0344134000  
 : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047; Pongola, 3170 or hand delivered to Human Resource Office.

**NOTE**

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

**CLOSING DATE**

: 02 June 2023

**POST 17/262** : **PROFESSIONAL NURSE SPECIALTY (TRAUMA) GRADE 1 & 2 REF NO: DPKISMH 20/2023 (X1 POST)**  
Component Emergency Department

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
Grade 2: R528 696 - R645 720 per annum  
Other Benefits: 13th cheque, Housing Allowance (employees must meet the prescribed requirement), Medical Aid (Optional).

**CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital

**REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse plus one year post basic qualification in Trauma Specialty and basic midwifery. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one-year post basic qualification in Trauma Specialty and basic midwifery. Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One-year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC, Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Coordination and liaison skills. Problem solving skills.

**DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.

**ENQUIRIES** : Ms. S.C. Nduli Tel No: (031) 530 1428

**APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: [pixley.recruitment@kznhealth.gov.za](mailto:pixley.recruitment@kznhealth.gov.za)

**FOR ATTENTION** : Deputy Director: HRM

**NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 18/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 02 June 2023

**POST 17/263** : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: G53/2023 (X2 POSTS)**  
Cluster: Security Management Services

**SALARY** : R424 104 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); - Housing Allowance: Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg  
Grade 12 (senior certificate) An appropriate Degree or Diploma in Security Management Plus Valid Security Clearance Certificate issued by State Security Agency. Three (3) years supervisory experience in the security services environment PLUS Valid code (08) driver's Licence Knowledge, Skills, Training and Competencies Required: The incumbent of this post will operate in an environment that requires physical and discretion in dealing with confidential and secret information. Could be considered a high-risk area with the incumbent being subjected to daily danger, intimidation, potential conflict situations and hazardous areas. The current lack of a security management framework (legislative, Policy and Infrastructure systems) has a negative impact on the working environment). Promoting the generation and sharing of knowledge of the physical security environment and learning in order to enhance the collective knowledge of the organization and personnel. Knowledge of KwaZulu Natal Health Care Act, Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPPS), Criminal Procedures Act, 1997, Control of Access to Public Premises and Vehicle Act 1985, Arms and Ammunition Act, 1969, Explosive Act, 1956, Disaster Management Act, 2002, Occupational Health and Safety Act, 1993, Trespass Act, 1959, Public Service Act, 1994 and Labour Relations Act, 1995. The ideal candidate must: Possess knowledge of Project Management. Policy Development and Implementation. Conflict Management skill. Planning and Organizing. Report writing skill. Decision making. Analytical and problem solving skills. Labour Management skills. Good interpersonal relations and skills, team player, reliable, respectful, honest and discipline. Communication skills both written and verbal. Exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others. Communication with external stakeholders such as SAPS, SSA, Commercial Crime Intelligence Unit. Private Security Service Personnel, National Department of Health. Communication with internal stakeholders such as Management, National Department of Health, District Management teams, in-house security personnel.

**DUTIES** : Implement legislation and policy framework pertaining to Physical Security Services in the Department, assist institutions with the implementation of relevant Security Policies to ensure consistency. Co-ordinate physical security audits of all health facilities in the Province. Assist in submitting quarterly reports to the National Department of Health on the compliance of the Department. Provide security awareness and training workshops to District and institutions on management of security personnel within the department. Ensure that all security breaches are reported and investigated. Monitor performance of Private Security personnel within the department. Prepare reports with recommendation on the performance of private security. Implement policies and guidelines aimed at ensuring a safe environment for departmental assets and personnel. Assist institutions on the on the implementation of institution specific Policies and guidelines. Manage resources and staff within the section, monitor and manage performance by implementing performance management system.

**ENQUIRIES APPLICATIONS** : Mr MM Dladla Tel No: 033- 395 2724  
: All 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 NOTE** : Miss L Mthlane  
: 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 (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 09 June 2023
- POST 17/264** : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: G54/2023**  
Cluster: Security Management Services
- SALARY** : R424 104 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : Grade 12 (Senior certificate) Plus Bachelor's Degree or National Diploma in Computer Sciences or Computer Engineering or Information Technology (IT) Technical- related field or equivalent qualification at National Qualification Framework (NQF) seven (7) recognized by South African Qualifications Authority (SAQA). Plus Valid Security Clearance Certificate issued by State Security Agency. Plus Five (5) years experience within information security environment of which three (3) years must be at a supervisory level in experience conducting investigation in security compromise/ cyber security environment. Plus Valid code 08 driver's Licence. Recommendation A postgraduate qualification would be an advantage. A recognised cybersecurity certificate: Certified Information Systems Security Manager (CISM), certified information Systems Security Professionals (CISSP) or Certified Information Systems Auditor (CISA) would be an added advantage. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will operate in an environment that requires integrity and discretion in dealing with confidential and secret information. The current lack of a security management framework (legislative, Policy and Infrastructure systems has a negative impact on the working environment). Promoting the generation and sharing of knowledge of the information security environment and learning in order to enhance the collective knowledge of the organization and personnel. The ideal candidate must: Possess Knowledge of KwaZulu-Natal Health Act. Minimum Information Security Standards (MISS). Minimum Physical Security Standards (MPSS). Criminal Procedures Act, 1997. Control of Access to Public Premises and Vehicles Act 1985. Arms and Ammunition Act, 1969. Explosive Act, 1956. Disaster Management Act, 2002. Occupational Health and Safety Act, 1993. Trespass Act, 1959. Public Service Act, 1994. Labour Relations Act, 1995. Project Management Skill, Policy Development, Security related Acts and Policies, Government regulations related to security and Report writing skills. Communication skills both written and verbal. Exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain persuade, convince and influence others. Communication with internal stakeholders such as MEC, Head of Department, Senior Management, National Department of Health, District Management teams, in-house security personnel, Risk Management Unit and Investigators, IT Management.
- DUTIES** : Report all incident of security or leakage of sensitive information. Ensure sensitive and confidential information is protected and kept safely. Ensure that controls are in place to report all security breaches relating to loss of information. Monitor compliance with the Minimum Information Security Standard (MISS) prescripts. Identify all risk and threats to the information security of the department. Ensure that security measures and procedures of the department are based on the national, provincial policies and procedures are implemented. Implement policies, procedures and guidelines related to information security matters. Provide guidance and advice relating to information security matters. Develop a Risk Mitigation Plan for Information

Security for the Department. Manage resources and staff within the section. Implement budget allocated to the component, ensure that all in-house security personnel within the Department of Health are registered with PSIRA and conduct inspections accordingly. Maintain an appropriate filing system for all information security matters within the Department including Private Security Providers.

**ENQUIRIES  
APPLICATIONS**

: Mr MM Dladla Tel No: 033- 395 2724  
: All 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 Langaibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

: Miss L Mthlana  
: 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 (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 09 June 2023

**POST 17/265**

: **ASSISTANT DIRECTOR: EMPLOYMENT PRACTICES REF NO: G55/2023**  
Cluster: Human Resource Management Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum  
: Head Office: Pietermaritzburg  
: Matric/ Grade 12. Degree/National Diploma in Human Resource Management / Public Management / Administration. Plus a minimum of Three (3) years appropriate supervisory experience in Human Resource component. Valid code B Driver's License (code 8) 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: Broad knowledge and understanding of Human Resource Management with depth knowledge of relevant Acts, policies and regulations in Human Resource Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and development systems and Labour Relations Procedure. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

**DUTIES**

: Ensure the provision of Employment Practices functions by planning, coordination and implementing procedures and systems relating to appointments, transfers, probations and other relevant areas. Manage transactional risks in relation to Employment Practices (PERSAL and Systems). Ensure the efficient and effective maintenance records of personnel for Head Office. Ensure adherence to the legislative framework governing the SMS/MMS members at Head Office. Manage salary administration of employees within the department including OSD queries. Conduct training and facilitate workshops on employment practices. Identify risks associated with employment practices and develop mitigating strategies. Manage all resources (HR, Assets, Finance) allocated to the sub-component.

**ENQUIRIES**

: Mr B C Mbatha Tel No: 033- 395 2830

- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION NOTE** : Miss N.S Buthelezi  
: 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 at request if 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** : 02 June 2023
- POST 17/266** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: MBO 20/2023 (X1 POST)**  
Component: Finance
- SALARY** : R359 517 – R420 402 per annum. Other benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Homeowners Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital  
: Senior Certificate / Grade 12 with Mathematics or Accounting as passed subjects. Degree/ Diploma in Financial Management/ Cost and Management Accounting/ Financial Accounting and Accounting Science. 3-5 years of supervisory experience in Public Service within financial administration (budget and expenditure control). Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by Human resource department not certificate of service. Recommendations: Computer literacy. Valid driver's license Knowledge, Skills and Competences Required: Good knowledge of Public Financial as well as relevant acts and regulations. Interpersonal and problem solving skills. Departmental and transversal systems (e.g BAS, PERSAL & Vulindlela). Vast knowledge of SCM. Good organizational and planning skills ability to make independent decisions. Ability to plan, build team spirit and meet deadlines. Knowledge of MS Office software applications. In depth knowledge of relevant fleet management area of operation and associated processes.
- DUTIES** : Assist in compilation of budget for the institution and the submissions associated with budget processes. Authorize commitment, payments, debts, receipts and journals on BAS. Draw, analyse and present financial reports. Manage suspense accounts and maintain debts file. Consolidate financial and SCM monthly and quarterly reports. Ensure effective and efficient provision of demand, logistics and warehouse, acquisition and asset management services in SCM unit to support core service delivery. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and assess finance, SCM staff performance as per EPMDS requirements and organize relevant training in order to improve service delivery. Oversee the reconciliation of transactions (interface) on persal with BAS. Ensure that safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Assist the consolidation of the CEO's Management Pack. Manage

		the functioning of Budget and Expenditure Control, Revenue Assets and SCM. Ensure proper management of all accounts receivable from OPD admitting, Medical Aid Schemes including parking and boarding & lodging. Prepare Budget and Expenditure Commitment Report and present it to Cash Flow meeting. Carry out all responsibilities delegated by Assistant Director: Finance. Mr. ES Mgobhozi Tel No: 035 4766014 or Ext 1010
<b><u>ENQUIRIES</u></b>	:	
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resource Manager, Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	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 - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. <b>NB:</b> Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<b><u>CLOSING DATE</u></b>	:	02 June 2023
<b><u>POST 17/267</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER REF NO: ITSH 15/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum Other Benefits: 17% Rural Allowance, 13 <sup>th</sup> Cheque, Housing Allowance (employee must meet prescribed Requirement and Medical Aid (optional)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent, National Diploma in Diagnostic Radiographer, Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer, Current registration with HPCSA for 2022/2023 in the category Independent Practice Radiographer <b>Grade 1:</b> No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. One year after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa <b>Grade 2:</b> Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with HPCSA or 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees Knowledge, Skills, Training and Competences Required: Sound knowledge of diagnostic radiographic procedures and equipment. Compliant in identifying pathologies and committed to research and continuous personal development, Be able to work under pressure and ensure service delivery is not compromised, Knowledge of relevant Health and Safety policies. Sound planning and organizational skills, Knowledge of Radiation Control and Safety Regulation, Sound communication and problem solving skills, Good interpersonal relations and ability to perform well within a team., Ability to perform basic quality assurance test. Computer literacy, report writing and administrative skills.
<b><u>DUTIES</u></b>	:	Provide a high quality diagnostic service according to patient needs, Participate in shift and standby duties including nights, weekends and public holidays. Participate in quality assurance and quality improvement programmes.,

General administrative duties, report writing and reception duties as allocated, Play a role in institutional radiographic policy making and planning for service improvement, Inspect and use equipment to ensure compliance with safety standards, Assist in compiling reports and statistics for work area, Participate in Quality Assurance Programme, Inspect and use equipment to ensure compliance with safety standards Assist in compiling reports and statistics for work area. Perform other duties as per delegation by radiography management.

- ENQUIRIES** : All enquiries should be directed to Dr SF Simelane Tel No: 034-413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 June 2023
- POST 17/268** : **OCCUPATIONAL THERAPIST GRADE 1, 2&3 REF NO: LRH 34/2023 (X2 POSTS)**  
Component: Rehab
- SALARY** : Grade 1: R359 622 – R408 201 per annum  
Grade 2: R420 015 – R477 771 per annum  
Grade 3: R491 676 – R595 251 per annum  
Other Benefits: 13<sup>TH</sup> Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)
- CENTRE** : Ladysmith Regional Hospital
- REQUIREMENTS** : National Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational therapist. Current registration with the HPCSA as Occupational Therapist. **Grade 1:** No experience required. Registration with the Health Professions Council of South Africa (HPCSA) as occupational Therapist. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as occupational Therapist. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as an Occupational Therapist. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Knowledge, Skills, Training, and Competencies: Sound knowledge and skill in occupational therapy and general diagnostic and therapeutic procedures. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.
- DUTIES** : Provision of effective, comprehensive assessment, treatment and general occupational therapy services to all patients. Sound knowledge of physical & psychological assessment and management of patients. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of



patients. Conduct home and school visits and other community visits as needed. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medico legal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.). Effective communication with all stakeholders (patients, NGOs, caregivers, etc.). Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts.

**ENQUIRIES** : Mr N.R.Fakeni (Assistant Director: Physiotherapist) 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](http://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** 02 June 2023

**POST 17/269** : **HUMAN RESOURCE SUPERVISOR REF NO: OTH CHC 16/2022 (X1 POST)**

**SALARY** : R294 321 per annum. Other Benefits: 13<sup>TH</sup> Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre  
**REQUIREMENTS** : Matric / Grade 12, Minimum of 3-5 years' experience in Human Resource. A valid driver's license Recommendation: Computer literacy. A valid driver's license. Knowledge, Skills, Attributes and Abilities: Legislative framework governing the Public Service. Knowledge of health and public service legislation, regulations and policies. Understanding of work in Registry Planning and Organizing. Good Communication skills, written and spoken. computer skills inclusive PERSAL system.

**DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implement policies and procedures relating to Human Resources Responsible for all Human Resource Practices such as Advertisement, appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, Transfers, deductions and leave management. Assist with orientation and induction of staff in HR Practices. Manage performance management and Development for HR Officers. Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long Service Recognition, Overtime, Relocation, Pension, allowances and PILIR. Approval of transactions on PERSAL timeously Ensure effective utilization of resources in Human Resource Component. Assist with Human Resource management activities as assigned by Assistant Director: HRM Ensure that all complaints and Patient Safety Incidents are dealt with in accordance with legislation.

**ENQUIRIES** : Mr. L.S Zulu Tel No: 035 572 9002

- APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X012, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 16 June 2023
- POST 17/270** : **FINANCE CLERK (SUPERVISOR) REF NO: BETH 20/2023**
- SALARY** : R294 321 per annum, (all-inclusive package). 13th Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : Senior Certificate or Equivalent. 3-5 years clerical/administrative experience in Finance. The following knowledge, skills, training and competencies required: Knowledge of treasury regulations and Public Finance Management Act in respect of Supply In-depth knowledge of budgeting control and financial management area of operation and associated process. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of Departmental and transversal system, e.g. (BAS and Vulindlela) Ability to plan organizes, build team spirit and meet deadlines. Knowledge of MS office Software applications.
- DUTIES** : Authorize commitments, payments, debts and Journals on BAS. Draw, analyse and present financial reports to cash flow meetings. Allocate budget to NSI's, stock replenishment, HR related items and Travelling & booking for accommodation. Monitor spending trend and institute corrective measures e.g journaling process and virements manage suspense account and maintain debt files. Consolidate monthly and quarterly and annual financial reports and CEO packs. Identify risk and institute control measures to minimize financial risk in all departments. Monitor and Assess finance staff performance as per EPMS requirements. Prepare, analyze and submit payment vouchers to H/O voucher control
- ENQUIRIES** : Ms. H.H Nxumalo Tel No: (035) 595 3104
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970, Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to

promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post(s)  
02 June 2023

**CLOSING DATE**

:

**POST 17/271**

:

**PRINCIPAL TELECOM OPERATOR REF NO: LRH 32/2023 (X1 POST)**

Component: Telecommunications (Systems)

**SALARY**

:

R241 485 per annum. Other Benefits: 13<sup>TH</sup> Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

**CENTRE**

:

Ladysmith Regional Hospital

**REQUIREMENTS**

:

Senior Certificate (Grade 12) or equivalent. 2 - 3 years' experience as switchboard operator. NB: shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer. Knowledge, Skills, Training and Competences Required: Labour relations Act. Occupational Health and safety Act. Basic condition of employment act. Batho Pele. Human Resource management. Influencing. Motivational. Computer Literacy e.g. MS Office suit. Relationship management.

**DUTIES**

:

Ensure that telecommunication equipment is in working order at all times. Ensure that payment of telephone accounts by staff for private calls. Ensure that disaster management procedures are implemented correctly. Liaise with service providers regarding telephone movement/installation of existing/new lines in the institution. Supervise telecommunication activities and staff.

**ENQUIRIES**

:

Mr T.J.Mbambo (Deputy Director: Facility manager) 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](http://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**

02 June 2023

**POST 17/272**

:

**ARTISAN MACHENICAL REF NO: MURCH-25 /2023**

Re-Advertisement

**SALARY**

Grade A: R220 533 per annum

Grade B: R299 364 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 conditioning, 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 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 APPLICATIONS**

: Mr Ramharakh Tel No: 039-687 7311 ext. 124  
 : All 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](http://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/ 21/2023 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) 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. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 02 June 2023

**POST 17/273**

: **ARTISAN PRODUCTION: PAINTER REF NO: GS 45/23**  
 Component: Maintenance Department

**SALARY**

: R220 533 per annum. Plus 13<sup>th</sup> cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement

**CENTRE REQUIREMENTS**

: Greys Hospital, Pietermaritzburg  
 : Proof of completion of an Apprenticeship and recognized Trade Test (Painter) (Under the Manpower training act 1981), Drivers license. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Basic knowledge of the Public Service Labour Relations Act, Skills Development Act,

Public Service Act, Public Service Regulations, Employment Equity Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and Practice Notes. Batho Pele Principles.

**DUTIES** : Preparation of all surfaces through to finishing coat. Painting of plant and equipment. General painting of interior and exterior surfaces of all buildings inclusive of roofs, gutters down pipes and fascias. Replace broken glass and louver window glass. Be able to measure up and order material timeously. Supervise the erection and dismantling of scaffolding. Ceramic tiling in ablutions blocks inclusive of splash backs for basins etc. Demarcate roads, parking bays and parking spaces. To perform routine inspection. Findings to be recorded and reported to the maintenance supervisor. To supervise handyman and assist other tradesmen when requested to do so by the maintenance supervisor. Be responsible to ensure cleaning of workshop is carried out properly. Exercise control of tradesman aid. Be responsible to ensure cleaning of workplace is carried out properly. Exercise control of Tradesman aid. Exercise control over equipment, tools and keep in good working order. Keep an up to date and current equipment register. Be responsible for materials issued and completed job. Always adhere to safe working practices. (In accordance to the O.H & S. Act 85/1993). Daily reporting of faults, job progress and daily completion of job cards, time sheets as per auditors instruction. To perform standby duties and after-hours calls out. These duties at times can include the duties associated with other trades such as fitter, plumber and carpenter. Work overtime with remuneration when considered and with the approval of the Maintenance supervisor. Be prepared to visit primary health clinics to perform maintenance duties when required. Must be prepared in times of crisis to perform other essential services such as strikes, floods etc. Take responsibility for in-house training and advancement of subordinates.

**ENQUIRIES** : Mr. S.R. Muthwa Tel No: 033 897 3465

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

**FOR ATTENTION** : Mr K.B Goba

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

**CLOSING DATE** : 02 June 2023

**POST 17/274** : **ARTISAN: CARPENTER REF NO: HRM 32/2023 (X1 POST)**

**SALARY** : R220 533 – R244737 per annum. Plus Benefits - 13<sup>th</sup> Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)

**CENTRE** : King Edward VIII Hospital Complex

**REQUIREMENTS** : Grade 10 or equivalent, Trade Test Certificate in Carpentry and Valid Drivers license (Code 08). Recommendation: Grade 12, NTC2 qualification plus, at least 2years post trade test experience and Certificate of service endorsed by Human Resources Department. Knowledge, Skills, Training and Competencies Required: Good interpersonal relation, Technical and practical skills of the Mechanical Trade, Knowledge of Labour Relations and related legislations, Sound knowledge and understanding of OHS Act 85 of 1993. Good organizing, planning and problem solving skills.

**DUTIES** : Replace locks to cupboards, drawer and doors, Repair or renew doors , frames, casement and sash windows, Replace sash cords and endless cord to window and fanlights, Repair and replace door handles and latches, Replace hinges to cupboards and doors, Repair furniture i.e. cupboards, drawers, tables and chairs, construct and mount purpose made boxes, notice, pin and black boards and fix into place including mirrors, Install partitions with doors, louver windows etc, Repair or replace skirting and quarter rounds, Repair or replace barge and fascia boars, Repair or replace roof purlins, IBR and corrugate sheeting, repair roof leaks, Repair and fit ceilings, cover strips and cornice, Lay PVC tiles and fit PVC flooring and make repairs to vinyl floor coverings, fit towel rails coat and curtain rails, fit mop and broom handles, alterations to crutches.

**ENQUIRIES** : Mr. M.M. Shabangu Tel No: 031 360 3033

**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ABSA ATM in the Admin building or email to: [khayelihle.mbongwe@kznhealth.gov.za](mailto:khayelihle.mbongwe@kznhealth.gov.za)

- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
- CLOSING DATE** : 02 June 2023
- POST 17/275** : **ARTISAN: PLUMBER REF NO: MBO 22/2023 (X1 POST)**
- SALARY** : Grade 1: R220 533 per annum  
Grade 2: R299 364 per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Grade 12 or Equivalent qualification, Trade test certificate in plumbing as per terms of section 13(2) of the Manpower Training Act 1998, as amended. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by HR department. **Grade 1:** 0-2 year experience. Valid Code 08 Driver Licence. Computer literacy. **Grade 2:** 14 years appropriate/recognizable experience in Plumbing after obtaining relevant trade test. Recommendations: Understanding of the hospital Knowledge, Skills, Training And Competencies Required: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification.
- DUTIES** : Visual check and repairs of all plant and equipment under his/her scope of work ie geyser, clarifiers, sanitation, sewer lines, and meter reading and able to operate workshop machinery. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job-cards. Inspect equipment and or facilities for technical faults. Repair equipment and/or facilities for technical faults. Test repair equipment and facilities according to standards. Service equipment and or facilities according to schedule. Quality assure service and maintained equipment and/ or facilities. Order and exercise control over plumbing equipment. Conduct walkabout and check leakages and blockages around the hospital and clinics. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan.
- ENQUIRIES** : Mr. EB Nyele Tel No: 035 – 4766 242 OR EXT 1014
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital.
- FOR ATTENTION** : Human Resource Manager
- 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](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted

candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE** : 02 June 2023

**POST 17/276** : **LINEN WORKER SUPERVISOR REF NO: LRH 31/2023 (X1 POST)**  
Component: Laundry (Systems)

**SALARY** : R171 537 per annum. Other Benefits: 13<sup>TH</sup> Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

**CENTRE REQUIREMENTS** : Ladysmith Regional Hospital  
: NQF Level 3 (grade 10 certificate or equivalent). Minimum of 3 years' experience in laundry department. NB: shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer  
Knowledge, Skills, Training And Competences Required: Honesty and trustworthy. Supervisor and co-workers. Administrative and computer literate

**DUTIES** : Responsible for supervision and management of staff. Maintain and control laundry and linen supplies. Maintain health and safety environment. Arrangement for maintenance of laundry and line facilities equipment. Provide human resources management.

**ENQUIRIES APPLICATIONS** : Mr S.M.Mngadi (Laundry Manager) Tel No: (036) 637 2111  
All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

**FOR ATTENTION NOTE** : Mr S.L.Dlozi  
: 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](http://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** : 02 June 2023

**DEPARTMENT OF SPORTS, ARTS AND CULTURE**

**APPLICATIONS** : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs NIS Mbhele

**CLOSING DATE** : 02 June 2023

**NOTE** : Applications must be submitted on the new prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant, and which must be accompanied by a detailed comprehensive CV. Copies of qualification, Registration certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certificate copies on or before the day of interviews. 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. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

#### **MANAGEMENT ECHELON**

**POST 17/277** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC 02/2023**  
Re-advertisement, applicants who previously applied may apply if they are still interested.

**SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Public Management or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Labour Relations Act, PFMA, PGDP, Stakeholder Relations, Protocol Manual. Ability to work in a multi-disciplinary team. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.). Good communication (written and verbal) skills.

**DUTIES** : Manage executive support to the HOD. Manage entity and institutional support. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Dr CT Sifunda Tel No: (033) 897 9450

**POST 17/278** : **DIRECTOR: ARTS DEVELOPMENT REF NO: DSAC03/2023**  
Re-advertisement, applicants who previously applied may apply if they are still interested.

**SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)

**CENTRE** : Pietermaritzburg



**REQUIREMENTS** : A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Fine Arts/ Arts and Drama/Creative Arts or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Knowledge of PFMA Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.) Good communication (written and verbal) skills.

**DUTIES** : Manage the proper development of non-performing/ visual arts and craft in KZN province. Ensure proper development of performing arts in KZN province. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services. Manage and ensure the development, interpretations, and implementation of Visual and Performing Art policies. Manage the resources of the Arts Development Directorate. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms LBP Gwala Tel No: (033) 264 3400

**POST 17/279** : **DIRECTOR: HERITAGE RESEARCH AND MONITORING REF NO: DSAC04/2023**  
Re-advertisement, applicants who previously applied may apply if they are still interested.

**SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : An appropriate bachelor's degree (NQF7) in Public Management/ Public Administration or equivalent qualification, coupled with a minimum of five (5) years' experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Public Policy analysis. Prominent research paradigms. Monitoring and evaluation and approaches, Heritage legislative framework. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

**DUTIES** : Manage the coordination of heritage policy agenda setting the identification of existing policy gaps in the industry. Manage the coordination of the drafting of relevant heritage policies, heritage acts and heritage regulations as well as monitoring of the implementation thereof. Manage the monitoring and evaluation of the most immediate outcomes of the heritage interventions on targeted communities. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Dr V Shongwe Tel No: (033) 264 3400

#### **OTHER POSTS**

**POST 17/280** : **DEPUTY DIRECTOR: WESTERN DISTRICTS CLUSTER - UMZINYATHI DISTRICT REF NO: DSAC 05/2023**

**SALARY** : R958 824 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)

**CENTRE** : Umzinyathi

**REQUIREMENTS** : Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical

Education/ Human Movement Studies/ Biokinetics/Fine Arts, Arts and Drama, Creative Arts/ Public Management or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a Managerial/Assistant Director level. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Valid code 8/EB driver's license. Knowledge: Understanding of the Public service legislation and prescripts applicable to Government, including systems and procedures. Knowledge of PFMA. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal).

**DUTIES** : Manage the implementation of developmental programmes in Sport, Recreation, Arts and Culture within the District. Provide support to Sport, Recreation, Arts and Culture Structures within the district. Monitor the functioning and implementation of programmes in the Art and Culture Centers, cultural organizations, cultural institutions, and sport facilities within the districts. Manage the implementation of social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes within the district. Provide translation services and literature development programmes within the district. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Dr BNF Biyela Tel No: (034) 212 2459

**POST 17/281** : **PROVINCIAL COORDINATOR: COMMUNITY SPORT PROMOTION AND DEVELOPMENT REF NO: DSAC06/2023 (X2 POSTS)**

**SALARY** : R958 824 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service).

**CENTRE REQUIREMENTS** : Pietermaritzburg  
 : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Public Administration or relevant equivalent qualification coupled with three to five (3-5) years Management/ Assistant Director level in administrative or Sports environment. Willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental policies, Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, Financial management, Change management, Knowledge Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus. Skills: Communication, Problem solving and analysis, Judgement, Conflict resolution, Relationship building, Result orientation, Driving, Honesty and Integrity, dealing with ambiguity, Negotiating, Managing technical / Procedural adherence.

**DUTIES** : Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Provide strategic leadership to various stakeholders in relation to community sport participation. Coordinate the establishment of various community sport structures in all districts. Facilitate the coordination of various provincial community sport championship/tournament. Facilitate with sport stakeholders the training of coaches, technical officials, and administrators. Provide effective, efficient, and economic utilization of resources.

**ENQUIRIES** : Mr MG Bhengu Tel No: (033) 897 9400

**POST 17/282** : **PROVINCIAL COORDINATOR: COMMUNITY RECREATION REF NO. DSAC07/2023 (X2 POSTS)**

**SALARY** : R958 824 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)

**CENTRE** : Pietermaritzburg

<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF 6) in Public Administration or relevant equivalent qualification, coupled with three to five (3-5) years' experience at a Management/ Assistant Director level in administrative or Sports Environment. willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting. Departmental objectives. Departmental business processes. Service Delivery and Service Level Agreements. Departmental policies. Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, financial management, Change management. Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus. Skills: Communication (written and verbal). Problem solving and analysis. Judgement, Conflict Resolution. Relationship building, Result orientation, Driving. Negotiating, Managing technical / Procedural adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Establish and monitor Mass Participation / Campaigns hubs across the province. Manage all projects pertaining to Mass Participation / Campaigns. Facilitate cooperation agreements between Mass Participation/Campaigns hubs and Local Municipalities. Provide support resources to local recreation/leisure structures and management thereof. Provide effective, efficient and economic utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms GPT Dladla Tel No: (033) 897 9400
<b><u>POST 17/283</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY PLANNING STRATEGY AND RESEARCH REF NO: DSAC08/2023</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Planning/ Public Administration/ Development studies or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial / Assistant Director level. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Manage the preparation and coordination of the development and reviewal of departmental plans. Ensure the provision of the GIS function. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	Mr SE Memela Tel No: (033) 897 4500
<b><u>POST 17/284</u></b>	:	<b><u>ASSISTANT DIRECTOR: ARTS AND CULTURE- WESTERN DISTRICTS CLUSTER - AMAJUBA DISTRICT MANAGEMENT REF NO: DSAC09/2023</u></b>
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Western District Cluster - Ladysmith
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license. Knowledge: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management.

		Skills: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop, and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	Dr BNF Biyela Tel No: (036) 637 7978
<b><u>POST 17/285</u></b>	:	<b><u>ASSISTANT DIRECTOR: ARTS AND CULTURE NORTHERN DISTRICTS CLUSTER - UMKHANYAKUDE DISTRICT REF NO: DSAC10/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum (Level 10)
	:	Northern District Cluster - Ulundi District
	:	A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license. Knowledge: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management. Skills: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	Ms LEN Zulu at (083) 281 1583
<b><u>POST 17/286</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT- HRM&amp;D REF NO: DSAC11/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09)
	:	Pietermaritzburg, Head Office
	:	A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Human Resources Management or equivalent qualification with majors in HRM/ Personnel Management, coupled with a minimum of three to five (3-5) years relevant supervisory experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Legislation related to the Department and to the post. Understanding of Public service regulations, EPMDS Policy, Bursary Policy and Skills Development Act. Project management. Skills: Good communication (written and verbal). Good interpersonal relations skills. Good office administration, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Supervisory skills. PERSAL and Computer Literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Facilitate the implementation of the performance management & development system. Develop and monitor implementation of performance management. Coordinate probationary reports. Administer performance awards and monitor expenditure. Maintain performance management database. Provide technical advice and assistance on performance management matters. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms TN Shongwe Tel No: 031 242 1708

**POST 17/287** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: DSAC12/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Pietermaritzburg  
: A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Supply Chain Management/ Commerce, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Preferential procurement policy framework act (PPPFA). Basic accounting system (BAS). Public Finance Management Act. Provincial Treasury Practice Notes and Supply Chain Management. Understanding of KZN Supply Chain Policy Framework. Legislation related to the Department and to the post. Project Management. Skills: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Provide and oversee demand and acquisition services. Ensure purchasing of goods and services on behalf of users by way of quotations/bids in line with SCM policies. Management Practice / Instruction Notes and Treasury Regulations. Ensure the provisioning of secretariat duties to the Department Bid Committees. Develop demand and acquisition management departmental policies, procedures manual and best practices. Provide advice and guidance in terms of demand and acquisition management to internal and external clients. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr M Mazibuko Tel No. (033) 264 3400

**POST 17/288** : **ASSISTANT DIRECTOR: MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES REF NO: DSAC13/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Pietermaritzburg, Head Office  
: An appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Anthropology, History, Cultural studies or communication, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Understanding of Public service regulations and relevant prescripts, policies and strategies and procedure manuals as well as policy formulation. Project Management. Skills: Good office administration, planning and organizational skills. Critical analysis and research skills. Good communication (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Good interpersonal relations skills.

**DUTIES** : Manage the provision of marketing services for the affiliated museum and liaise between them and Museum Services. Monitor the conducting of training for Museum Services. Facilitate the formulation, development, and implementation of policies for the Unit. Manage the resources of the division. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms N Magubane Tel No: (033) 342 4712

**POST 17/289** : **ASSISTANT DIRECTOR: SPECIAL PROJECTS REF NO: DSAC14/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Pietermaritzburg, Head Office  
: A Grade 12 certificate plus an appropriate three-year tertiary qualification (NQF6) in Project Management or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Stakeholder Relations, Project Management Principles. Policies

		and strategies of the unit. Legislation related to the Department and to the post. Skills: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations. Critical analysis and research. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Facilitate the definition of project scope, goals, and deliverables. Undertake the design and development guidelines of projects. Implement project as per project baseline plan. Facilitate the commissioning and hand over project. Provide advice, guidance, and input to policy. Manage resources of the unit. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	Ms S Mfeka Tel No: (033) 264 3400
<b><u>POST 17/290</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT OPERATIONS SUPPORT REF NO: DSAC15/2023 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Durban A Grade 12 certificate plus three (3) tertiary qualification (NQF 6) in ICT Server, MCSE, CCNE or equivalent relevant switching certificate, coupled with three to five (3-5) years' experience in the Server and Networking environment. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Departmental objectives, Departmental Policies, Procurement/SCM Procedures, VPN'S and Encryption Technology, Microsoft Environment, Switching, Telephone, Bandwidth management, Routing, Innovative, Proactive, Leadership, Good Communicator, Good organizer, Punctual, Honesty and integrity Skills: Communication (verbal and written), Ability to multi-task, good organizing abilities, Problem solving, Project management, Facilitation, Management, Administration and coordination, Negotiation, Computer (info extraction, presentation, and data capturing), Conflict Management, Strategy management and policy formulation, Human resource management, Good inter-personal relations, Report writing, financial management.
<b><u>DUTIES</u></b>	:	Attend to the configuration of ICT systems, Monitor ICT Infrastructure plan, Develop Technical specs, provide application user support, monitor, and report on ICT Technical matters.
<b><u>ENQUIRIES</u></b>	:	Mr EA Rambaran Tel No: (031) 242 1738
<b><u>POST 17/291</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT OFFICE REF NO: DSAC16/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Pietermaritzburg A Grade 12 certificate plus an appropriate three (3) year tertiary (NQF6) in Public Management/Public Administration or equivalent relevant qualification, coupled with three to five (3-5) years administrative experience. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. What qualification are we referring to? Knowledge: Good understanding of the Public Service legislation and prescripts applicable to Government, including systems and procedures. PFMA, Office automation. Management reporting. Departmental objectives / Strategic Plan. Departmental business process. Service Delivery and Service Level Agreements. Procurement /SCM Procedure. Protocol Manual of South Africa. Skills: Policy Development, Project Management, Computer Literacy, written and verbal communication, Customer Focus, Sound Judgment, Relationship Management, Result Orientation, Driving, Motivation, Presentation, Conflict Resolution, Negotiating and Managing Technical/ Procedural Adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc.).
<b><u>DUTIES</u></b>	:	Oversee documentation flow, general office administration, incoming and outgoing correspondence. Ensure projects proposal plan meet departmental strategic objectives and timeframes. Assist in the co-ordination of Provincial Projects. Maintain continuous improvement relationships with internal and external organizations. Provide protocol liaison services to the HOD in line with legislative mandates. Assist in planning and coordinating all events attended and hosted by the HOD and Department. Screen and prepare responses for submissions and briefs on policy and administrative issues referred to the HOD

Office. Ensure the effective and efficiency utilization of resources. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).  
**ENQUIRES** : Mr NF Matiwane Tel No: (033) 897 9450

**POST 17/292** : **MUSEUM LIAISON OFFICER: MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES REF NO: DSAC 17/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Grade 12 plus an appropriate three (3) years tertiary (NQF 6) qualification in Anthrophony, History, Cultural/ Environmental studies, or Communication or equivalent qualification. Valid code 8/EB driver's license Knowledge: Proficiency in English and Zulu languages. Relevant prescripts, policies, strategies, and procedure manual. Research management skills. Skills: Report writing. Problem solving. Project management, Inspection and analytical. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc.) Excellent communication (written and verbal).

**DUTIES** : Conduct Museum Outreach Programmes. Provide Marketing Services for Museum, Conduct Training for Museum, Provide statistics and Data Management Services for Internal and External stakeholders. Develop and implement policies of the Unit.

**ENQUIRIES** : Ms N Magubane Tel No: (033) 341 9904

**POST 17/293** : **WEB BASED DESIGNER: COMMUNICATION SERVICES REF NO: DSAC18/2022**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) years tertiary qualification (NQF6) in Web Management/ ICT related field or equivalent qualification, coupled with a minimum of two (2) years relevant. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. Knowledge: Design principles, techniques, and tools. Understanding of exhibitions techniques. Stylistic and decorative processes. Public Service Acts and related knowledge of Public Service Act and Regulations. Promotion of Information Act, SITA Act, Human Resource Prescripts. Computer Hardware and Software, Computer Operating system. Public knowledge of COBIT, ITLL and ISO, Knowledge of National Intelligence Agency IT Guidelines. Skills: Excellent communication (written and verbal). Time Management, Interpersonal relations, Report writing, Problem solving, Project management, Inspection, and analytical skill. Presentation skills. Advanced Computer Literacy (MS Word, Excel, PowerPoint, as well as Web Design. Analytical, conflict management and listening skills, Motivation and Influencing skills. Interpersonal relations, quick thinker, service, and team oriented.

**DUTIES** : Define and design the web infrastructure. Develop guidelines for styles and content on the corporate website. Design database in terms of user requirements. Maintain easy access control to internet and intranet to users. Provide the development and design for websites. Administer the Departmental Internet and Intranet Portal websites. Monitor and report on all websites matters. Provide advice and guidance and input to policy.

**ENQUIRIES** : Mr TST Mofokeng Tel No: (033) 897 9400

**POST 17/294** : **SUPPLY CHAIN PRACTITIONER- DEMAND AND ACQUISITION MANAGEMENT REF NO: DSAC19/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Finance/ Supply Chain Management/ Commerce or equivalent relevant qualification, coupled with three- five (3-5) years relevant experience in the Public Service. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, and business processes, Management reporting, SCM procedures, Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently. Problem solving, Tact and Diplomacy, Project Management, Policy analysis and

		development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, Financial Management.
<b><u>DUTIES</u></b>	:	Ensure the timeous procurement of goods and services, assist with the consolidation and capturing of Procurement plan, authorizing commitments on BAS, assist with the development of subordinate staff, attend bid/quotations briefing sessions, Provide secretariat functions for BSC Committee.
<b><u>ENQUIRIES</u></b>	:	Mr M Mazibuko Tel No: (033) 264 3400
<b><u>POST 17/295</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR: RISK AND INTERGRITY MANAGEMENT REF NO: DSAC20/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07)
	:	Pietermaritzburg
	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy (Ms Word, Excel, Power Point, etc.) Valid code 8 /EB driver's license.
<b><u>DUTIES</u></b>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr FB Mabika Tel No: (033) 897 9400
<b><u>POST 17/296</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR: FINANCIAL MANAGEMENT: ADMIN SUPPORT REF NO: DSAC21/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07)
	:	Pietermaritzburg
	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<b><u>DUTIES</u></b>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms ZK Buthelezi Tel No: (031) 242 1745
<b><u>POST 17/297</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR: STRATEGY GOVERNANCE DIVISION: ADMIN SUPPORT REF NO: DSAC22/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07)
	:	Pietermaritzburg
	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<b><u>DUTIES</u></b>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance



and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.  
**ENQUIRIES** : Ms S Hassim Tel No: (033) 264 3400

**POST 17/298** : **ADMINISTRATION CLERK SUPERVISOR: CULTURE DEVELOPMENT: ADMIN SUPPORT REF NO: DSAC23/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENT** : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

**DUTIES** : Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

**ENQUIRIES** : Mr N Nhlapho Tel No: (033) 341 3634

**POST 17/299** : **REGISTRY CLERK SUPERVISOR: PERSONNEL RECORDS REF NO: DSAC24/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Records Management or equivalent relevant qualification, coupled with three to five (3-5) years' experience in the Public Service. Valid code 08/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Computer operation/office automation, Management reporting, Departmental objectives and business processes, Service Delivery and Service Level Agreements, Departmental Polices, Procurement/SCM Procedures, Records Management. Skills: Project management. Communication (verbal and written), Ability to multi-task, good organizing abilities, Ability to work independently. Problem solving, Tact and Diplomacy, Facilitation, Management, Administration, and coordination, Motivational, Negotiation, Computer (info extraction, presentation, and data capturing) Conflict Management, Strategy management and policy formulation. Labour Relations, Human resource management, Good interpersonal relations, Report writing, financial management. Supervisory Skills.

**DUTIES** : Monitor registry counter services. Oversee the maintenance of all personnel files. Oversee an effective filing and record management service. Safeguard registers of Human Resource. Provide technical and administration of personnel records management services. Implement and maintain personnel records management prescripts. Provide the records registry and records disposal. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms NIS Mbhele Tel No: (033) 341 3634

**POST 17/300** : **ADMINISTRATION ASSISTANT: REPOSITORY MANAGEMENT: ORAL HISTORY**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : PMB Districts Ref No: DAC25/2023 (X1 Post)  
Head Office Ref No: DSAC26/2023 (X1 Post)  
Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle

conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Mr MM Hadebe at (078) 099 3162

**POST 17/301** : **ADMINISTRATION CLERK: STRONG ROOM: REPOSITORY ARCHIVES MANAGEMENT - EASTERN DISTRICTS CLUSTER REF NO: DSACS27/2023**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Durban Archives  
: Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint).

**DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Mr RB Singh Tel No: (031) 309 5681/2

**POST 17/302** : **ADMINISTRATION CLERK: LIBRARY ADMINISTRATION SUPPORT SERVICES REF NO: DSAC28/2023**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Pietermaritzburg  
: Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Ms NP Masuku Tel No: (033) 341 3000

**POST 17/303** : **SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION REF NO: DSAC29/2023**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Pietermaritzburg  
: Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Check, received quotations for compliance and follow evaluation and awarding processes. Process requisitions of items and maintain a sound filing system for all source documents. Capture entities and commitments on Basic Accounting System and Hard-Cat Asset Management System. Prepare payments for invoices certified by Cost Centers and forward complete documentation to Finance for final processing. Verify, interpret and understand specifications to ensure that the correct items are procured.

**ENQUIRIES** : Mr M Mazibuko Tel No: 033 264 3400

**POST 17/304** : **ADMINISTRATIVE CLERKS (X3 POSTS)**

**SALARY CENTRE** : R202 233 per annum (Level 05)  
: Durban – Office Services Division Ref No: DSAC30/2023

<b><u>REQUIREMENTS</u></b>	:	uMkhanyakude Districts Cluster Ref No: DSAC31/2023 (X2 Posts) Grade 12 certificate or equivalent certificate. Willingness to work under pressure and beyond normal hours/weekends. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations.
<b><u>DUTIES</u></b>	:	Assist with coordination of security services. Provide office services, perform records management function, Coordinate and process financial matters, Coordinate HR matters, Render reception functions.
<b><u>ENQUIRIES</u></b>	:	Mr LS Langa: DSAC27/2023) – Tel No: (033) 341 3614 Mr SM Ngema (uMkhanyakude: DSAC28/2023 – Tel No: (035) 780 9300
<b><u>POST 17/305</u></b>	:	<b><u>REGISTRY CLERK: PERSONNEL RECORDS REF NO: DSAC32/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent certificate, Computer literacy, willingness to work under pressure and beyond normal hours/weekends. Knowledge: Knowledge of basic PERSAL system. Computer literacy. Registry filing system Archives filing system. Relevant legislation, policies and regulations in the public service. Departmental delegations. Skills: Ability to maintain confidentiality. Team player. Good interpersonal skills. Ability to work under pressure and meet deadlines. Good office administration, planning & organizational skills. Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Maintain all files, i.e. replace unraveled and worn out files. Store personnel records and files. Dispatch incoming and outgoing files. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/disposal. Open files according to approved filing system. Safeguard register of Human Resources circulars and coordinate distribution.
<b><u>ENQUIRIES</u></b>	:	Ms NIS Mbhele Tel No: (033) 341 3634
<b><u>POST 17/306</u></b>	:	<b><u>DRIVER: FLEET MANAGEMENT REF NO: DSAC33/2023</u></b>
<b><u>SALARY</u></b>	:	R171 537 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) year driving experience. Valid code 8/EB driver's license. Willingness to travel overnight trips and working extra hours. Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).
<b><u>DUTIES</u></b>	:	Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.
<b><u>ENQUIRIES</u></b>	:	Mr LS Langa Tel No: (033) 341 3614
<b><u>POST 17/307</u></b>	:	<b><u>GENERAL ASSISTANT: COASTAL LIBRARY DEPOT: NORTHERN DISTRICT CLUSTER REF NO: DSAC34/2023</u></b>
<b><u>SALARY</u></b>	:	R125 373 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Northern District Cluster Pinetown Library
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Skills: Numeracy and literacy.
<b><u>DUTIES</u></b>	:	Provide support for library/depot material. Provide support with the dispatch and collection of library material. Maintain library material for loan by affiliated libraries/ library users. Provide labour movement of library material and equipment.
<b><u>ENQUIRIES</u></b>	:	Ms N Nkosi Tel No: (031) 701 7480

**DEPARTMENT OF TREASURY**

*The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200.
- FOR ATTENTION** : Ms SP Dumisa
- CLOSING DATE** : 09 June 2023
- NOTE** : The new Z83 application form must be used effective 1<sup>st</sup> January 2023 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 must be accompanied by a comprehensive Curriculum Vitae. The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed. Shortlisted applicants with foreign qualifications will be requested to submit an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders will be requested to submit documentary proof if shortlisted. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Successful candidates will be subjected to security screening prior to employment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability. It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome. ONLY Shortlisted candidates will be requested to submit the supporting documents (certified copies of qualifications, driver's license etc.). Preferences: African Males, African Females and people with disabilities who meet the requirements.

**OTHER POSTS**

- POST 17/308** : **ASSISTANT DIRECTOR: PROVINCIAL FINANCIAL SYSTEMS SUPPORT REF NO: KZNPT 23/30**
- SALARY** : R424 104 per annum, (a remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : NQF Level 6 or Higher qualification in Accounting of Financial Information Systems or related. A minimum of three (3) years' supervisory experience in a government financial systems environment. A valid driver's license. People with disabilities without valid driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Working knowledge of Financial Systems such as HARDCAT, BAS, LOGIS etc. and relevant prescripts. National Treasury circulars. Knowledge of Treasury Regulations. Knowledge of Financial Regulations. Knowledge of the Public Finance Management Act. Basic knowledge of the integrated systems used by Departments in the Province. Knowledge of project management methodologies. Knowledge of Information Security, Regulation of Interception of Communications and Provision of Communication-related information Act (Information Act). Skills: Project management skills. Good inter-personal relations skills. Problem solving skills. Risk management skills. Change management skills. Presentation skills. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision. People management. Ability to interpret written requirements and technical specification documents. Ability to work well within a team.
- DUTIES** : Facilitate the provision and guidance of functional support rendered to Provincial financial system users. Facilitate the provision of financial systems training. Develop financial systems policies, procedure manuals and best practices. Facilitate and conduct information sessions on Financial systems. Manage resources of the Unit.

**ENQUIRIES** : Mr. K Mqadi Tel No: (033) 897 4585

**POST 17/309** : **ASSISTANT DIRECTOR: BIOMETRIC SYSTEMS PROCESSES SUPPORT**  
**REF NO: KZNPT 23/31**

**SALARY** : R424 104 per annum, (a remuneration package)  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg  
**REQUIREMENTS** : A NQF level 7 qualification or higher in Information Systems, Computer science or Information Technology or related. A minimum of three (3) years' supervisory experience in Business analysis and IT governance environment, Project Management, Disaster Recovery Program. A valid driver's license. People with disabilities without valid driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive knowledge of the BAS, PERSAL, Biometric System (BACS) and other financial Systems. Extensive knowledge of BAS, PERSAL, BACS and other policies and procedures. Working knowledge of the BAS, PERSAL, BACS and other financial system. Knowledge of Treasury Regulations. Knowledge of Financial Regulations. Knowledge of the Public Finance Management Act. A thorough understanding of the strategic vision for the service desk. Computer literacy (Minimum requirements: Excel, Word, Power Point, email & internet). Communication, Strong leadership, Change Management, Project management, Inter-personal relation, Problem solving, Presentation, Diagramming, Analytical, Policy analysis and development, Self-disciplined and able to work under pressure with minimum supervision. Organizational Change Techniques.

**DUTIES** : Coordinate the effective and efficient implementation operational process of all transversal systems. Coordinate integration and utilization of all transversal systems in the province. Manage the facilitation of the enhancement on all Transversal Financial Systems through a formal change control procedure. Coordinate Service level agreement on all transversal financial systems. Coordinate the helpdesk services to transversal financial systems. Oversee and compile management reports pertaining to all transversal financial systems. Manage resources of the Unit.

**ENQUIRIES** : Mr. K Mqadi Tel No: (033) 897 4585

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

- APPLICATIONS** : Applications should be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 09 June 2023 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae and a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). All shortlisted candidates for posts of SMS will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be

any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of evaluation will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. The contents of the advertised vacant posts will also be posted on the following website: [www.limpopo.gov.za](http://www.limpopo.gov.za).

#### MANAGEMENT ECHELON

- POST 17/310** : **CHIEF DIRECTOR: SECRETARIAT TO COUNCIL REF NO: OTP: 05 / 23 / 01 (X1 POST)**  
Chief Directorate: Secretariat to Council
- SALARY** : R1 308 051 – R1 563 948 per annum (Level 14), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane  
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at senior managerial level. Experience in the Executive Council Support Services, AIDS Council Services and Councils/form in the support of the Political Head will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Provide strategic direction and support to the Chief Directorate: Secretariat to Councils. Manage the coordination of the Limpopo AIDS Council (LPAC). Manage the coordination of the Executive Council (EXCO). Manage the coordination of the Premier's Economic Growth and Advisory Council (PEGAC). Manage the coordination of the Limpopo Human Resource Development Council (LHRDC).
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/311** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT COORDINATION REF NO: OTP: 05 / 23 / 02 (X1 POST)**  
Directorate: Human Resource Management Coordination
- SALARY** : R1 105 383 – R1 302 102 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane  
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Facilitate the development of Provincial HRM Policies, procedures and SoPs and monitor implementation thereof; Coordinate the implementation of Provincial HRM Programmes. Coordinate the development of Departmental MTEF HR Plans and Annual HRP Implementation reports. Coordinate and manage the career development of all Provincial Heads of Department. Monitor implementation and management of Policy on Ill Health and Retirement within the Provincial Administration. Coordinate Provincial and National HRM Forum Committee meetings. Coordinate Provincial SMS Summit on an annual basis. Manage the HRM Coordination Directorate's performance.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.

**POST 17/312** : **DIRECTOR: SPATIAL PLANNING REF NO: OTP: 05 / 23 / 03 (X1 POST)**  
 Directorate: Spatial Planning

**SALARY** : R1 105 383 – R1 302 102 per annum (Level 13), (all-inclusive remunerative package)

**CENTRE** : Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Town Planning or Development Planning as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.

**DUTIES** : Responsibilities: The successful candidate will be required to: Coordinate the development of the Provincial Spatial Planning and Land Use management related policies. Coordinate the review and the implementation of Limpopo Spatial Development Framework (LSDF). Coordinate the compilation of the provincial status quo report on Spatial Planning to ensure integrated planning of Programmes and Projects. Provide strategic and technical support on Spatial Planning and Land Use Management to ensure spatial alignment and integration within the three spheres of government. Manage Human resource and divisional budget.

**ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.

#### **OTHER POSTS**

**POST 17/313** : **SENIOR STATE LAW ADVISOR REF NO: OTP: 05 / 23 / 04 (X1 POST)**  
 Chief Directorate: Legal Services

**SALARY** : R1 081 953 – R1 679 112 per annum (Level LP9), (all-inclusive remunerative package)

**CENTRE** : Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in LLB as recognized by the South African Qualification Authority (SAQA). Admittance as an Attorney or Advocate. At least eight (08) years appropriate post qualification experience in a legal practice or department in the public or private sector. A valid driver's license except for people with disability. Submit one example of a legal opinion and legislation that candidate drafted (Personal information may be redacted).

**DUTIES** : The successful candidate will be required to: Draft, amend, certify, and edit provincial original legislation for the Office of the Premier and all provincial departments and statutory bodies. Furnish oral and written legal opinions and advice the Director-General, EXCO, Office of the Premier and all Provincial Departments including statutory bodies and the Provincial Legislature. Draft and edit agreements and other legal documents. Evaluate and give inputs on draft legislation prepared by another department. Perform other duties allocated by the supervisor.

**ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.

**POST 17/314** : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: OTP: 09 / 22 / 05 (X1 POST)**  
 Directorate: Integrity, Security and Vetting Services

**SALARY** : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)

**CENTRE** : Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Security Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.

**DUTIES** : The successful candidate will be required to: Conduct, coordinate and monitor education and awareness. Coordinate and conduct information security investigations and annual security exposure review for personnel, communications, and information security. Coordinate the implementation of the protection of personnel programs and information in all physical, electronic,



- and digital formats and liaise with external stakeholders. Monitor the implementation of information security policies.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/315** : **DEPUTY DIRECTOR: OFFICE ON THE STATUS OF CHILDREN, OLDER PERSONS & MILITARY VETERANS (OSC, OP&MV) REF NO: OTP: 05 / 23 / 06 (X1 POST)**  
Directorate: Special Programmes
- SALARY** : R958 824 - R1 125 825 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in OSC/ OP/ MV of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Responsibilities: The successful candidate will be required to: Mainstream the National and Provincial programme of action for children's rights. Improve the school nutrition programme implemented for children at schools in the province. Facilitate and monitor implementation of Early Childhood Development Strategy. Coordinate the advocacy programs for nation building and capacity building programs. Mainstream the National and Provincial programme of action for older persons and military veterans.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/316** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM (PMDS) REF NO: OTP: 05 / 23 / 07 (X1 POST)**  
Directorate: Human Resource Development, PMS, Employee Health & Wellness Programmes
- SALARY** : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of five (05) years' experience in Performance Management and Development of which three (03) years must be at Assistant Director level. PERSAL Literacy. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Manage Performance Management and Development System. Manage the maintenance of Performance Management and Development database. Manage the administration support services in the Sub-Directorate. Manage the co-ordination of PMDS committee meetings and PMDS trend analysis. Manage the implementation of performance incentives.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/317** : **GISC PROFESSIONAL (PRODUCTION GRADE A-C) REF NO: OTP: 05 / 23 / 08 (X2 POSTS)**  
Directorate: Geographical Information System
- SALARY** : Grade A: R646 854 – R696 834 per annum, (OSD)  
Grade B: R739 605 – R789 267 per annum, (OSD)  
Grade C: R833 922 – R982 326 per annum, (OSD)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Geographical Information System (GIS) as recognised by SAQA. **Grade A:** (0-2 years appropriate experience), **Grade B:** (14 years appropriate experience) and **Grade C:** (26 years appropriate experience). Registration with South African Geomatics Council (SAGC) as a GISc Professional. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Provide GIS support to departments, municipalities and other stake holders within the provincial

- administration. Develop GIS projects in the province. Coordinate the establishment (design and develop) and maintenance of the Provincial Geodatabase and website. Render mapping services.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/318** : **ASSISTANT DIRECTOR: VETTING SERVICES REF NO: OTP 05/23/9 (X4 POSTS)**  
Directorate: Integrity, Security and Vetting Services
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)  
: Polokwane  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (03) years' experience in Security Management at a Supervisory level. Vetting Certificate from SSA/SAPS or SANDF. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Conduct vetting field work investigations. Provide inputs on the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the Office and the State Security Agency (SSA) and other related agencies. Monitor and administer files and partake in task teams dealing with matters related to projects / processes.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/319** : **ASSISTANT DIRECTOR: MONITORING & EVALUATION, PLANNING & RESEARCH REF NO: OTP 05/23/10 (X1 POST)**  
Directorate: AIDS Council Secretariat Unit
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)  
: Polokwane  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (03) years' experience in Monitoring and Evaluation at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Participate in the planning of Provincial Implementation Plan (PIP), Multisectoral District Implementation Plan (MDIP) and Multisectoral Local Implementation Plan (MLIP). Coordinate HIV, STIs and TB, Social & Structural and Human Rights Research related matters. Monitor the implementation of the Provincial Implementation Plan on HIV, TB and STIs. Evaluate implementation of the Provincial Implementation Plan.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/320** : **CHIEF ARTISAN GRADE A REF NO: OTP 05/23/11 (X1 POST)**  
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R434 787 – R494 619 per annum, (Salary level OSD)  
: Polokwane (Head Office)  
: Appropriate Trade Test Certificate in the trade/ occupation electrician. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage technical services: Provide inputs into existing technical manuals, standard drawings and procedure to incorporate new technology. Ensure promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide and consolidate inputs to the technical operation plan. Financial management: Control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/321** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: OTP 05/23/12 (X1 POST)**  
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)  
: Polokwane  
: An undergraduate qualification (NQF level 6) in Labour Relations/ Labour Law as recognised by SAQA. A minimum of three (03) years' experience in Labour Relations Management. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Handle and facilitate Resolutions of grievances. Handle and facilitate misconduct cases. Handle and facilitate Resolutions of disputes. Facilitate implementation of collective agreements within the office.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/322** : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: OTP 05/23/13 (X1 POST)**  
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)  
: Polokwane  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (03) years' experience in Transformation at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor service delivery improvement programmes. Promote people with disabilities, women, youth, older persons and children programmes. Facilitate the resolutions of the Presidential and the Premier's Hotline complaints. Monitor service delivery complaints.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/323** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: OTP 05/23/14 (X1 POST)**  
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)  
: Polokwane  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (03) years' experience in Auxiliary Services/ Administration at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Administer hygiene services. Administer cleaning services. Administer maintenance of landscaping. Manage Records in terms of Records Management Policy.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/324** : **ASSISTANT DIRECTOR: TRANSACTION MANAGEMENT REF NO: OTP 05/23/15 (X1 POST)**  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)  
: Polokwane  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (03) years' experience in Supply Chain Management/ Logistics Management at a Supervisory level. A valid driver's license except for people with disability.

- DUTIES** : The successful candidate will be responsible to: Manage processing of orders on LOGIS system. Reconcile orders on LOGIS system. Manage control registers. Management of staff and monthly reports.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/325** : **ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP 05/23/16 (X1 POST)**  
 Directorate: Financial Management and Accounting Services  
 Re-advertisement (those who have applied previously are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)  
 : Polokwane  
 : An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (03) years' experience in Financial Accounts at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Control expenditure and authorize payment. Process payment vouchers for complete payment. Reconcile payment transactions.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/326** : **PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HUMAN RESOURCE PLANNING, INFORMATION AND SYSTEMS REF NO: OTP 05/23/17 (X1 POST)**  
 Directorate: Human Resources Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)  
 : Polokwane  
 : An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of two (02) years' experience in Human Resource Management. PERSAL Literacy.
- DUTIES** : The successful candidate will be responsible to: Administer recruitment and selection processes. Administer the staff establishment and update the PERSAL System. Administer transfers, secondments, upgrading and translations. Administer Human Resource Planning, Information and Systems.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/327** : **STATE ACCOUNTANT: ACCOUNTS REF NO: OTP 05/23/18 (X1 POST)**  
 Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
 : Polokwane  
 : An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of two (02) years' experience in Financial Management. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Administer general accounts. Administer departmental payments. Liaise with Treasury, Internal Audit, Office of the Auditor-General and other stakeholders: for general payments, processing of invoices in the sundry payments, window of BAS and LOGIS. Reconcile payments of Suppliers.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/328** : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: OTP 05/23/19 (X1 POST)**  
 Directorate: Supply Chain Management
- SALARY CENTRE** : R294 321 – R343 815 per annum (Level 07)  
 : Polokwane

- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of (02) years' experience in Supply Chain Management / Logistics Management. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Administer Procurement Plan. Serve as secretariat of the Bid Specification Committee. Conduct market, commodity and industrial analysis. Attend to internal and external stakeholders' queries.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/329** : **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: OTP 05/23/20 (X1 POST)**  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of two (02) years' experience in Supply Chain Management/ Logistics Management.
- DUTIES** : The successful candidate will be responsible to: Order and receive inventory items. Issue inventory items. Conduct monthly spot – checks and assist with quarterly stock – taking. Safeguard stores.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/330** : **COMPLIANCE OFFICER: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP 05/23/21 (X1 POST)**  
Directorate: Internal Controls and Compliance
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Internal Auditing as recognised by SAQA. A minimum of two (02) years' experience in Internal Control and Compliance/ Internal Auditing. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor institutional compliance to Acts, Policies, Procedures and Instruction Notes. Assist in coordination of internal audit activities. Assist in coordination of external audit activities. Assist in coordinating activities of other stakeholders and oversight bodies.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/331** : **PERSONAL ASSISTANT TO THE DDG: STAKEHOLDER MANAGEMENT COORDINATION REF NO: OTP 05/23/22 (X1 POST)**  
Branch: Stakeholder Management Coordination
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Management Assistant/ Office Public Administration as recognised by SAQA. A minimum of two (2) years' experience in Office Management.
- DUTIES** : The successful candidate will be responsible to: Provide secretarial support service to the office of the DDG. Manage the diary of the Deputy Director General. Arrange travelling and accommodation. Manage correspondence and communication for the office. Render general Office Administration: Make logistical arrangements for meetings. Receive, record and distribute incoming and outgoing files. Order and collect stationery from the store.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.

- POST 17/332** : **PERSONAL ASSISTANT TO THE DDG: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: OTP 05/23/23 (X1 POST)**  
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Polokwane  
: An undergraduate qualification (NQF level 6) in Management Assistant/ Office Public Administration as recognised by SAQA. A minimum of two (2) years' experience in Office Management.
- DUTIES** : Responsibilities: The successful candidate will be responsible to: Provide secretarial support service to the office of the DDG. Manage the diary of the Deputy Director General. Arrange travelling and accommodation. Manage correspondence and communication for the office. Render general Office Administration: Make logistical arrangements for meetings. Receive, record and distribute incoming and outgoing files. Order and collect stationery from the store.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/333** : **PERSONAL ASSISTANT TO THE DDG: PLANNING, COORDINATION MONITORING & EVALUATION REF NO: OTP 05/23/24 (X1 POST)**  
Branch: Planning, Coordination Monitoring & Evaluation
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Polokwane  
: An undergraduate qualification (NQF level 6) in Management Assistant/ Office Public Administration as recognised by SAQA. A minimum of two (2) years' experience in Office Management.
- DUTIES** : The successful candidate will be responsible to: Provide secretarial support service to the office of the DDG. Manage the diary of the Deputy Director General. Arrange travelling and accommodation. Manage correspondence and communication for the office. Render general Office Administration: Make logistical arrangements for meetings. Receive, record and distribute incoming and outgoing files. Order and collect stationery from the store.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/334** : **PERSONAL ASSISTANT TO THE DDG: CORPORATE MANAGEMENT REF NO: OTP 05/23/25 (X1 POST)**  
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Polokwane  
: An undergraduate qualification (NQF level 6) in Management Assistant/ Office Public Administration as recognised by SAQA. A minimum of two (2) years' experience in Office Management.
- DUTIES** : The successful candidate will be responsible to: Provide secretarial support service to the office of the DDG. Manage the diary of the Deputy Director General. Arrange travelling and accommodation. Manage correspondence and communication for the office. Render general Office Administration: Make logistical arrangements for meetings. Receive, record and distribute incoming and outgoing files. Order and collect stationery from the store.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/335** : **REGISTRY CLERK: GENERAL RECORDS REF NO: OTP 05/23/26 (X1 POST)**  
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R202 233 – R 235 611 per annum (Level 05)  
: Polokwane  
: A National Senior Certificate (Grade 12). An experience in Records Management will be an added advantage. MS Office Package (word, excel, internet, e-mail).

- DUTIES** : The successful candidate will be responsible to: Provide General Records services: Implement Staff file plan, Records Policy, procedure manual and records control schedule. 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 all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Operate office machines in relation to the registry function: Open and maintain Franking machine register. Frank post, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. 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** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/336** : **REGISTRY CLERK: HR RECORDS REF NO: OTP 05/23/27 (X1 POST)**  
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R202 233 – R 235 611 per annum (Level 05)  
: Polokwane  
: A National Senior Certificate (Grade 12). An experience in Records Management will be an added advantage. MS Office Package (word, excel, internet, e-mail)
- DUTIES** : Responsibilities: The successful candidate will be responsible to: Provide Human Resource Records services: Implement Staff file plan, Records Policy, procedure manual and records control schedule. 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 all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Operate office machines in relation to the registry function: Open and maintain Franking machine register. Frank post, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. 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** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.
- POST 17/337** : **SUPERVISOR: CLEANING SERVICES REF NO: OTP 05/23/28 (X2 POSTS)**  
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R171 537 – R199 461 per annum (Level 04)  
: Polokwane  
: NQF level 3 (Grade 10/ AET level 4). A minimum of two (02) years' experience in cleaning services.
- DUTIES** : Responsibilities: The successful candidate will be responsible to: Oversee cleaning services of offices, corridors, general kitchens, rest rooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning machines and equipment. Make a requisition and issue cleaning materials. Supervise cleaners: Provide administrative and relative functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.

**POST 17/338** : **MESSENGER REF NO: OTP 05/23/29 (X2 POSTS)**  
Directorate: Records and Facilities Management Services (Work Environment)

**SALARY** : R125 373 – R147 036 per annum (Level 02)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : NQF level 3 (Grade 10). A valid driver's license.  
**DUTIES** : Responsibilities: The successful candidate will be responsible to: Perform messenger functions: Sort and arrange correspondences in the registry. Collect, distribute, and Circulate correspondence (mail, parcels, documents & files). Record & control correspondence register. Sort mail, files, documents and parcel. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcel from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks: Keep mail record. Copy and fax documents. Assist in the registry office.

**ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorombi P Tel No: 015 287 6441 /6349 / 6027/ 6293 / 6588 respectively.



**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

**CLOSING DATE** : 05 June 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/339** : **CHIEF FINANCIAL OFFICER (CHIEF DIRECTOR): FINANCIAL MANAGEMENT REF NO: AGR 26/2023**

**SALARY** : R1 308 051 per annum (Level14), (all-inclusive salary package)

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA; 5 years Senior Management Service's experience. Competencies: Strategic capabilities and leadership; Interpretation and application of policies and procedures; People Management and empowerment; Programme and project management; Financial management; Change management; Ability to persuade and influence; and Highly developed interpretive and conceptual/ formulation abilities.

**DUTIES** : Line Management: Ensure departmental management and financial accounting services. Provide and manage supply chain and asset management services to the Department. Ensure sound internal control practices. Develop an Operational Plan for the Department, linked to the Department's Annual Performance Plan. Ensure that the internal organisation structure of the Chief Directorate is at all times such as to enable the component to achieve its Operational Plan. Provide administrative, professional, and technical guidance, as necessary, to subordinate staff in the execution of their assigned tasks. Coordinate the activities of the various sub-components of the Chief Directorate and, as necessary, the activities of the components with that of other organisational components, bodies, and institutions, within and external to the Department. Ensure that the post establishment of the Chief Directorate is adequate to enable it to function effectively. Ensure that work procedures and methods employed by the Chief Directorate are transparent, efficient, and economical. Ensure that transparent, efficient, economical, and effective utilisation of information and communication technology and other technology and equipment are specific

to the function of the Chief Directorate. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and operational plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuous basis against pre-determined key measurable objectives and standards. Report to the Head of Department on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and Chief Directorate, and of the resources (people, finances and assets) employed by it. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Operational Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Head of Department and relevant oversight role players/committees on all aspects of the Department's finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Chief Directorate.

**ENQUIRIES** : Dr Mogale Sebopetsa Tel No: 021-808 5004  
**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>

#### **OTHER POSTS**

**CLOSING DATE** : 05 June 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

**POST 17/340** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (MALMESBURY) REF NO: AGR 29/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (only shortlisted candidates will submit/attach proof. A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific

area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

**DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

**ENQUIRIES** : Ms R Horne Tel No: (022) 433 8903  
**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 17/341** : **ACCOUNTING CLERK: REPORTING AND DEBT ADMINISTRATION REF NO: AGR 27/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Competencies: A good understanding of the following: Financial operating systems (Basic Accounting System (BAS) and PASTEL); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: Public Finance Management Act (PFMA); National Treasury Regulation (NTR); Provincial Treasury Instructions (PTI) and Division of Revenue Act (DORA); Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics; Skills needed: Proven computer literacy; Project management; Accounting, finance and audit; Information Technology; Economic and financial analysis; Legal administration; Strategic planning; Written and verbal communication; Ability to perform routine tasks; Teamwork; Aptitude for figures; Interpersonal relations.

**DUTIES** : Render financial accounting transaction on Basic Accounting System (BAS) and PASTEL; Perform bookkeeping support services compiling and capturing of journals and registers; Managing of municipal accounts of official and private tenants on PASTEL; Managing of overdue debtor accounts by compiling handover certificates for cases to be handed over.

**ENQUIRIES** : Ms M Fryer Tel No: (021) 808 5393  
**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 17/342** : **FARM AID: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES, OUTENIQUA REF NO: AGR 30/2023**

**SALARY** : R125 373 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendations: Experience in the following: General farm work; Working with farm animals; A valid (code B or higher) driving licence. Competencies: A good understanding of infrastructure construction and maintenance; Basic communication skills; Ability to work well within a team; Ability to do physical work/activities.

- DUTIES** : Perform the following manual farm activities: Crop production; Animal production; Mixed cropping and livestock; Infrastructure development and maintenance.
- ENQUIRIES APPLICATIONS** : Mr H Gerber Tel No: (044) 803 3727
- : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) (no attachments on application only Z83 and CV). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one 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](mailto: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). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- CLOSING DATE** : 12 June 2023

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- CLOSING DATE** : 05 June 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/343** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: CAS 24/2023**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in the field of records management and information systems with specific specialization in appraisal, record classification systems, information systems and inspections; 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: B-Degree in Archival Science/ Records Management or relevant qualification (preferable with History as a main subject). Competencies: Knowledge of the following: Provincial Archives and Records Service of the Western Cape Act 3 of 2005 and other legislation which impacts on archives, records management, and information systems; Appraisal of records; Approval of records classification systems; Record Management inspection principles and guidelines; Electronic Records management and preservation principles; Records management standards, national and internal standards and best practices; Records management training strategies and methods; Monitoring and evaluation; Financial management and budgets; Occupational Health and Safety aspects; Project management; Information Technology; Skills needed: Report writing; Written and verbal communication; Interpersonal relations; Ability to meet strict deadlines, work well within a team and independently.
- DUTIES** : Assess, inspect and approve records classification systems; Enforce the implementation of systematic disposal programmes of public records in the province; Facilitate the implementation of integrated e-records management

systems; Provide capacity building services to records management staff of the Western Cape; Manage the administrative support services of the directorate and administration of Records Management of Sub Directorate; People management; Financial management.

**ENQUIRIES  
APPLICATIONS**

: Ms N Dingayo Tel No: (021) 483 0452  
: 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 17/344**

: **ASSISTANT DIRECTOR: REGIONAL OPERATIONS SUPPORT REF NO:  
CAS 26/2023 (X3 POSTS AVAILABLE IN VARIOUS LOCATIONS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Programme and project management; Procurement and tendering processes; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; National Sport and Recreation policies and legislation; Sport federations, major events, sport infrastructure, school sport, recreation and the MOD Programme; Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently, lead and be part of a team; Analytic and innovative thinking; Communication skills (written and verbal); Budgetary/ Finance skills; Project Management (planning and Organising); Research; Events management; Networking and stakeholder engagement; Partnership collaboration; Intersectoral collaboration; Client orientated.

**DUTIES**

: Manage the District Office; Create an enabling environment in the District; Finance and Supply Chain Management; Programme Implementation; Manage day to day operations of SPO's and staff placed within the District; Manage the application for funding by sport federations.

**ENQUIRIES  
APPLICATIONS**

: Dr. L Bouah Tel No: 021 483 5891  
: 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 17/345**

: **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: CAS 25/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R359 517 per annum (Level 08)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in internal control and governance environment. 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: Policy Development; Budgeting processes; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury directives / instructions); Internal Control Tools and Techniques; Risk Management Frameworks; Skills needed: Analytical thinking; Proven computer literacy; Written, verbal and presentation communication skills; Problem solving; Ability to analyse, conceptualise and implement policy.

**DUTIES**

: Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial / non-financial responses for the department in respect of Internal Audit, external audit and FIU / SIU / ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum, and Public Service Commission; Maintain financial information and knowledge management.

**ENQUIRIES**

: Mr D Esau Tel No: (021) 483 9633/David.Esau@westerncape.gov.za

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/346</u></b>	:	<b><u>ARCHIVIST: CAPACITY BUILDING AND INSPECTIONS REF NO: CAS 22/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Diploma in Public Administration or Information Management; Experience in the archival/ records management field. Competencies: Knowledge of the following: Automated storage and retrieval systems, electronic records, database design and electronic publications; Records management practices; Records administration; Skills needed: Written and verbal communication; Proven computer literacy; Ability to meet strict deadlines, plan and organise.
<b><u>DUTIES</u></b>	:	Training of records managers and registry staff in governmental bodies; Records audit; Monitoring of compliance with procedures and policies approval and assistance with compilation of records keeping systems; Knowledge empowerment and administration.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Bosman Tel No: (021) 483 0439 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 17/347</u></b>	:	<b><u>AUXILIARY SERVICES OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 23/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 036 per annum (Level 03) Department of Cultural Affairs and Sport, Western Cape Government NQF Level 3 (Intermediate Certificate)/ Grade 11 or equivalent qualification; A minimum of 6 months relevant experience in an archival working environment. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Ability to move and carry heavy documents. Competencies: A good understanding of retrieval and automated storage systems; Skills in the following: Verbal and written communication; Proven computer literacy; Leadership, interpersonal and organising; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Supply of archives to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack room; Printing and affixing of source codes and numbers on records; Boxing and re-boxing of archives.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E le Roux Tel No: (021) 483 0405 To apply, please complete an application form (Z 83) and current CV (5 pages maximum) (no attachments on application only Z83 and CV). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<b><u>CLOSING DATE</u></b>	:	12 June 2023

## 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.

### OTHER POSTS

**POST 17/348** : **MANAGER: MEDICAL SERVICES: GRADE 1**  
West Coast District

**SALARY** : R1 288 095 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Plus a non-pensionable rural allowance of 18% of the basic salary).

**CENTRE REQUIREMENTS** : Cederberg Sub-district (Stationed at Citrusdal Hospital)  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour's work. Valid (Code B/EB) driver's license. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

**DUTIES** : Strategic and operational management of all health services in the Cederberg Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Cederberg Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Cederberg Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Boards.

**ENQUIRIES** : Dr AJ Hawkrige Tel No: (022) 487-9211 or  
[Anthony.Hawkrige@westerncape.gov.za](mailto:Anthony.Hawkrige@westerncape.gov.za)

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

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

**CLOSING DATE** : 09 June 2023

**POST 17/349** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PAEDIATRICS)**

**SALARY** : R627 474 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a profession council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in Paediatrics after obtaining the 1-year post-basic Critical Care Child Nursing qualification. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge Ability to function independently as well as part of a multi-

disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES** : To maintain ethical standards and promote professional growth and self-development. Deliver a support service to the Nursing Service and the institution. Initiate and participate in training, development and research within the nursing department. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in the admissions ward comprising a High Care setting.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/350** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)**

**SALARY** : R627 474 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration as Professional Nurse and Midwife with the SANC. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advance Midwifery and Neonatology. Registration with a profession council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic Advanced Midwifery and Neonatology qualification. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills.

**DUTIES** : Responsible for planning, managing, coordinating and maintaining an optimal, specialised nursing service as an Operational Manager in an Obstetrics High Care setting. Effective management and utilisation of human and financial resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/351** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE PHC)**  
 Garden Route District

**SALARY** : R497 193 (PN-A5) per annum  
**CENTRE** : PHC and Support and Outreach (Stationed at Uniondale Hospital), George Sub-district



<b><u>REQUIREMENTS</u></b>	:	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. (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: Ability to communicate effectively (verbal and written) in at least 2 of the 3 official languages of the Western Cape. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Experience in People Management Supervision and PHC Services Programs. Ability to analyse and interpret Health Systems Information, compile reports. Good organisational, interpersonal, creative problem-solving, and research. Computer literacy in MS Office to be able to do statistics and reports. Knowledge of the geographical area and the health facilities.
<b><u>DUTIES</u></b>	:	Plan, Co-ordinate, and Implementation of all PHC Services Programs in the Health Facilities. Provide support to ISH, NPO, and Stakeholders to strengthen the CBS platform in programs and Projects. Support the Health Establishment staff with the implementation of OHS Compliances Requirements. Provide Supervision, Mentorship, and Training to ensure the Capacity Development of staff at the facility level, Identify quality improvement initiatives on an ongoing basis. Monitor Data quality in the Health Establishment. Assist PHC facilities within the Uniondale Area when the need arises.
<b><u>ENQUIRIES</u></b>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. applications")
<b><u>CLOSING DATE</u></b>	:	09 June 2023
<b><u>POST 17/352</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R497 193 (PNA 5) per annum
<b><u>CENTRE</u></b>	:	Garden Route District Office (Stationed Mossel Bay)
<b><u>REQUIREMENTS</u></b>	:	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 appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Disease Management. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Ensure implementation, coordination, monitoring and evaluation of the District HIV/AIDS/TB Services. Provide comprehensive support for Mossel Bay and Hessequa Sub-districts to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support Mossel Bay and Hessequa Sub-Districts to achieve programmatic deliverables including Maternal-Child-Women's-Health, First 100 days strategy, HIV/AIDS/STI/TB, and Chronic Disease Management. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Support the Mossel Bay and Hessequa Sub-Districts to achieve and maintain Ideal clinic and Ideal Hospital status for all Health Facilities.
<b><u>ENQUIRIES</u></b>	:	Ms G Holton Tel No: (044) 803-2700
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 June 2023

**POST 17/353** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**  
Chief Directorate: Metro Health Services

**SALARY** : R497 193 (PN-A5) per annum  
**CENTRE** : Northern/Tygerberg Substructure  
**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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the post, incumbent registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Ability to effectively communicate in two of the three official languages of the western cape. Competencies (knowledge/skills): Knowledge of Provincial/District HIV/AIDS/STI/TB/treatment and Prevention programme, Chronic diseases of Lifestyle, MWCAN and Mental health Programmes and Strategies. Good Interpersonal, Leadership and communication skills (Verbal and written). Computer Literacy (MS Word, Excel, Outlook and PowerPoint). Ability to work independently and in a multi-disciplinary team.

**DUTIES** : Co-ordination and implementation of Life course services in the substructure, w.r.t HIV/AIDS/STI/TB, CDL, Men's health, MWCAN, Mental Health and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme specific quality assurance policies, 90/90/90 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the sub-district.

**ENQUIRIES** : Ms RS Perrang Tel No: (021) 815-8867  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/354** : **PHARMACIST GRADE 1 TO 3 (5/8<sup>TH</sup> POST)**

**SALARY** : Grade 1: R480 306 (5/8<sup>th</sup>) per annum  
Grade 2: R509 022 (5/8<sup>th</sup>) per annum  
Grade 3: R566 589 (5/8<sup>th</sup>) per annum, Grade 3: (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a profession council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA-qualified employees One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA-qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom

it is not required to perform community service as required in South Africa. Inherent requirement of the job: Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work under pressure. Good communication and interpersonal skills. Able to work independently as well as in a team. Computer Literacy.

**DUTIES** : Ensure quality provision of Pharmaceutical Care, including prescription evaluation, drug monitoring and review to ensure rational use of drugs, patient compliance and therapeutic success. Ensure effective drug supply management by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Monitor and report on pharmaceutical expenditure, turnover and usage trends and advise the head of the department. Professional advisory service, including the training, education and development of pharmacy staff in the delivery of a comprehensive pharmaceutical service. Co-ordinates, supervise and control resources (e.g. staff, equipment) necessary to provide a pharmacy service, in the absence of a manager. Support head of department in execution of duties and deputise as required. Initiate or participate in research.

**ENQUIRIES APPLICATIONS** : Dr G Muntingh / Ms I D Adams Tel No: (021) 938-4917/4619  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 09 June 2023

**POST 17/355** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
Cape Winelands Health District

**SALARY** : Grade 1: R431 265 (PN-B1) per annum

Grade 2: R528 696 (PN-B2) per annum

**CENTRE** : Montagu CDC, Langeberg Sub-district

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape.

**DUTIES** : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at all Health Care facilities in the Sub-district and within the community. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

**ENQUIRIES APPLICATIONS** : Ms M Williams Tel No: (023) 626-8548  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.
- CLOSING DATE** : 09 June 2023
- POST 17/356** : **ASSISTANT DIRECTOR: HEALTH SUPPORT (G2G PROVINCIAL SUPPORT TB)**  
Chief Directorate: Emergency and Clinical Services Support  
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus 37% in lieu of service benefits.  
: Directorate Service Priorities Coordination (G2G Provincial Support TB)  
: Minimum educational qualification: Appropriate three-year National Diploma/Degree in Health Science or Related Field. Experience: Appropriate experience in Health Sector TB, Primary Health Care Systems, local and National Health management. Appropriate experience in the Monitoring and Evaluation of Programmes. Enquiries: Inherent Requirements: Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Good written and communication and presentation skills in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Knowledge and skills in designing tools, planning, implementing, monitoring and evaluation of prevention and treatment TB programmes and the 909090 Framework. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Advanced computer literacy in MS Office.
- DUTIES** : Responsible for the overall management and coordination of the TB component related to the Government-to-Government agreement milestones and activities. Responsible for the management of the Grant requirements by developing, monitoring and evaluation of activities to ensure effectiveness of the TB G2G project. Monthly meetings and regular engagement with donor funded NPO's conducting TB activities. Responsible for inter-sectoral collaboration and support to the NPO's and SPC Directorate regarding social capital planning and funding. Responsible for providing the analysed quarterly and annual M&E reports on TB data to evaluate the outcomes of the TB G2G project. Support and regular feedback to the Deputy Director: Professional Support to improve processes and mechanisms on the scalability of TB G2G objectives and activities.
- ENQUIRIES APPLICATIONS** : Ms A van Zyl Tel No: 021-815 8706  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023
- POST 17/357** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Klipfontein Mitchell's Sub-structure Office  
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience and supervisory experience in a health care environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Good communication skills, both verbal and written in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA, AOS, OHS and Public Service Acts. Appropriate knowledge of Physical Security management practices. Appropriate knowledge of managing space, drawing up of various documents pertaining to maintenance of buildings and property management. Computer

skills (MS Office, Excel, and Word). Working knowledge of support services management or facility management.

**DUTIES** : Provide efficient and effective leadership and management of Support Services component and its resources. Manage facility management department of the Sub-structure which comprises of the following areas: Security, Access control, Telephone exchange, Switchboard, Cleaners, Reprographics, and Transport. Manage contracts under the component including security contracts. Physical infrastructure, maintenance, upgrade, and planning. Ensure relevant policy implementation and compliance at the Sub-structure. Supervision and support to supervisor.

**ENQUIRIES** : Mr ML Nsitshana Tel No: (021) 370-5138

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

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

**CLOSING DATE** : 09 June 2023

**POST 17/358** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services

**SALARY** : R359 517 per annum

**CENTRE** : Karl Bremer Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Appropriate Maintenance of buildings, equipment, and machinery experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Good communication skills, both verbal and written, in at least two of the three official languages of the Western Cape. Competencies' (knowledge/skills): Ability to draft and implement standard operating procedures. Ability to draft service level agreements and contracts. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures. Knowledge of LOGIS. Computer skills (MS Office, Excel and Word). Working knowledge of support services management or facilities management.

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

**ENQUIRIES** : Mr Z Mtshatsheni Tel No: (021) 918-1335

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

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

**CLOSING DATE** : 09 June 2023

**POST 17/359** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
West Coast District

**SALARY** : R359 517 per annum

**CENTRE** : Sonstraal Transitional Care Hospital (TB and ID Hospital, Malmesbury)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience. Inherent requirements of the job: Valid (code B/EB) drivers' licence. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human

- resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management at Sonstraal and ID Hospitals. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
- ENQUIRIES** : Mr R van Staden Tel No: (022) 487-9208
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 June 2023
- POST 17/360** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
West Coast District
- SALARY** : R359 517 per annum
- CENTRE** : Vredenburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
- ENQUIRIES** : Mr R van Staden Tel No. (022) 487-9208
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 June 2023
- POST 17/361** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Directorate: Health Impact Assessment (Quality Assurance)
- SALARY** : R294 321 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF 5) in administration/ business/ health (or equivalent). Experience: Appropriate administrative and data management experience within a health service and /or business Environment. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's license and willingness to travel throughout

the Western Cape. Competencies (knowledge/skills): Knowledge of the Acts and Regulations (National and Provincial). Knowledge of the Policies and Guidelines (National and Provincial). Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team-building skills within and outside the Quality Assurance Component and Directorate Assurances. Client and task orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.

**DUTIES** : Rendering of the administrative function of the Sub-directorate Quality Assurance. Identifying required items and facilitating procurement of Goods and Services by the Personal Assistant. Monitoring of the expenditure for the Sub-directorate Quality Assurance. Management of logistics for meetings, workshops and conferences. Accurate statistical reports on the quality of service delivery. Administrative support to Management and Directorate (Human Resources Management, Information and Records Management, Health Information Systems).

**ENQUIRIES** : Mr N Mnyapa Tel No: (021) 483-4205 / (081) 238-9118  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/362** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
(Chief Directorate: Emergency and Clinical Services Support)

**SALARY** : R294 321 per annum  
**CENTRE** : Directorate: Clinical Service Improvement  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in technical support. Appropriate experience in data support. Appropriate experience in project support and monitoring and evaluation. Appropriate experience in office administration. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel on a regular basis to facilities in the Cape Metropolitan Area. Good communication skills in English and at least one more of the three official languages of the Western Cape (spoken and written). Competencies (knowledge/skills): Analytical and logical thinking. Ability to work accurately and efficiently under pressure. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Demonstrated competence and initiative in office administration procedures including document and records control. Computer literacy as outlined in software (MS Access), Microsoft outlook, Internet. Adaptable and able to adjust to a flexible team-based work environment. Good interpersonal skills and the ability to act independently, objectively and confidently. Summarises and interprets information relevant to an issue. Collects information and data, distinguishing relevant and irrelevant data. Ability to work under pressure, handle a high workload and adhere to deadlines.

**DUTIES** : Render Comprehensive support to the unit. Manage data and databases for the directorate. Identify and ensure the provision of all training requirements for staff involved in data management and project reporting. Provide support in the monitoring and evaluation of all CSI related initiatives.

**ENQUIRIES** : Dr A Oosthuizen Tel No: (021) 815-8650  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/363** : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (LICENSING: EMS AND CMH)**  
Directorate: Assurance

**SALARY** : R294 321 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF 5) in administration/ business/ health (or equivalent). Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent

requirements of the job: A valid (Code B/EB) driver's license. Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Ambulance Services Act, 2010, Western Cape Provincial Notice 180 of 2012 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.

**DUTIES** : Perform office support service effectively and professionally. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Effective and efficient communication with all ambulance service and mental health stakeholders and advise on procedural aspects relating to licensing as outlined within the relevant legislation. Render comprehensive administrative support to the Ambulance Service Advisory Committee and the Mental Health Advisory Committee to implement applicable legislation and decision-making procedures. Accurate filing / retrieval of all documentation pertaining to Licensing. Offer support to the Assistant Director: Licensing (EMS & CMH) pertaining to Ambulance Services and Mental Health licensing in the Western Cape Province. Comprehensive administrative support to the Office of the Deputy-Director with the appropriate documentation and administration before, during and after meetings. Knowledge of financial management principles and understanding of the levying and collection of fees in terms of applicable legislation. Supervise support staff and assist with the management duties of the division.

**ENQUIRIES** : Ms B Ngwenya Tel No: (021) 483-8431  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/364** : **ARTISAN PRODUCTION: GRADE A TO C**  
 Garden Route District

**SALARY** : Grade A: R220 533 per annum  
 Grade B: R258 753 per annum  
 Grade C: R299 361 per annum

**CENTRE** : George Sub-District (stationed at the Workshop on the grounds of EMS, Nelson Mandela Boulevard, George)

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate Building, Equipment and Infrastructure Construction and Maintenance (including general Fault-finding and Repair). Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the George Sub-district and Garden Route District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Practical, working knowledge of the working principle, parts and assembly, testing, routine and breakdown maintenance of the following: Domestic and light commercial laundry and kitchen equipment. Access control, Fire Detection and Electrical Fencing Hardware. Basic building terminology and construction. Hospital Technical Systems and plant. HVAC equipment. Demonstrable reasonable Welding and Plumbing skills. Demonstrable computer literacy in at least MS Word and Excel (able to create



- and edit basic documents), efficiently use an email program and internet browser.
- DUTIES** : Repairs of equipment, reticulations, and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Assistants to Artisan and Tradesman aids. Manage the entire Workshop and staff when needed, in the absence of a Foreman.
- ENQUIRIES** : Mr A Muller Tel No: (044) 814-1123
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short listed applicants will be subjected to practical test.
- CLOSING DATE** : 09 June 2023
- POST 17/365** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Garden Route District
- SALARY** : R202 223 per annum
- CENTRE** : Mossel Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Requisitioning and Warehouse Management. Appropriate experience in ESL and contracts. Appropriate experience in Asset Management. Appropriate experience in LOGIS. Inherent requirements of the job: Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook).
- DUTIES** : Assist with compiling and management of Annual Procurement Plan. Ensure accurate stock control for all PHC facilities in the Sub District, i.e. verify stock levels, and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Assets Management in all PHC facilities in the Sub District i.e. Planning, Maintaining, Movements, Disposals and Assets Stocktake Planning and perform LOGIS system functions. Management of Contracts within PHC – ensure SLA adherence.
- ENQUIRIES** : Ms D Johnson Tel No: (021) 808-6108
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 09 June 2023
- POST 17/366** : **FOOD SERVICES SUPERVISOR**  
West Coast District
- SALARY** : R171 537 per annum
- CENTRE** : Citrusdal Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate catering and food services experience in an industrial Food Service unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays. Valid code 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): Computer literacy (MS Word and Excel). Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.
- DUTIES** : Supervision of operational requirements within food service unit. Responsible for ensuring quality control and risk management. Responsible for the human resources function in relation to the food service component. Assist with the finance aspects relating to the food services component. In house training of food services team in all aspects relating to daily tasks.

**ENQUIRIES** : Mr SP Cupido Tel No: (022) 921-2153  
**APPLICATIONS** : To the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.  
**FOR ATTENTION** : Mr SP Cupido  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/367** : **ARTISAN ASSISTANT**  
(Central Karoo District)  
(12 Month Contract)

**SALARY** : R171 537 per annum, plus 37% in lieu of benefits  
**CENTRE** : Central Karoo District Office, stationed at Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Sound knowledge of hospital plant, laundry equipment and machinery. Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Routine Maintenance and Repairs of equipment, plant, and tools. Electrical, Mechanical, Plumping, Building and Infrastructure maintenance and repairs. Ensure an organised and neat workshop / office space. Job Requisitions and Administrative duties and functions. Occupational Health and Safety. Support to Supervisor.

**ENQUIRIES** : Mr PF du Toit Tel No: (023) 414-8200  
**APPLICATIONS** : Garden Route District Office, Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/368** : **HOUSEKEEPING SUPERVISOR**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 per annum  
**CENTRE** : Gugulethu CHC  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, and in other departments. Willingness to undergo formal/informal in-service training and to train subordinates. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic computer literacy. Supervisory skills and optimal utilisation of Subordinates. Knowledge of Staff Performance Management System. Ability to perform routine structured tasks. Ability to operate machines/equipment in a cost-effective manner. Knowledge of the principles of asepsis to prevent infection, infestation, and cross-infection.

**DUTIES** : Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of the housekeeping team. Effective utilisation of resources (physical and financial). Responsible for effective communication, overall control, and organising of housekeeping tasks in a Health Facility. Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions.

**ENQUIRIES** : Mr M Oktober Tel No: (021) 816-8626 / (021) 816-8631  
**APPLICATIONS** : The Facility Manager: Gugulethu CHC, NY3 Corner of NY 77 Gugulethu, 7750.  
**FOR ATTENTION** : Mr M Oktober  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/369** : **FOOD SERVICES SUPERVISOR**

**SALARY** : R171 537 per annum

- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
 : Minimum requirement: General Education and Training Certificate (GETC) Grade 9 (Std.7) Experience: Appropriate experience in a food service environment. Appropriate supervisory experience. Inherent requirements of the job: Sound interpersonal communication skills in at least two of the three official languages of the Western Cape. Ability to do physical tasks. Must be strong enough to lift heavy objects and be on their feet entire day. Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large-scale food preparation according to standard recipes.
- DUTIES** : Support the principal food service supervisors and food service manager or senior in the execution of their tasks. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Supervise and administer physical resources. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan of patients.
- ENQUIRIES APPLICATIONS** : Ms R Keyser Tel No: (021) 938-4135  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 09 June 2023
- POST 17/370** : **STERILIZATION OPERATOR PRODUCTION**  
 Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R147 036 per annum  
 : Mitchell's Plain District Hospital  
 : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, and night duty. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a cooperative way within a team context.
- DUTIES** : Effective application of sterilisation processes and techniques and promote/ adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.
- ENQUIRIES APPLICATIONS** : Mr Geswindt Tel No: (021) 377-4410  
 : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7789.
- FOR ATTENTION NOTE CLOSING DATE** : Ms CC Johnson  
 : No payment of any kind is required when applying for this post.  
 : 09 June 2023
- POST 17/371** : **GENERAL WORKER STORES**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum  
 : Groote Schuur Hospital, Observatory  
 : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a Store. Inherent requirement of the job: Physically able to handle stock. Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist the Provisioning Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Answer telephone and handle internal queries. Assist in other Stores when required.
- ENQUIRIES** : Ms A Ismail Tel No: (021) 404-5057

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/372** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Gugulethu Community Health Centre  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate porter duty experience. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts including night shifts. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Good interpersonal skills. Ability to work under pressure.

**DUTIES** : Accompany walking patients and safe transport sitting non-walking patients per wheelchair/trolley to and from different departments/wards and in and out of Ambulances. Direct or accompany visitors to various destinations. Check/order/report and replace gas cylinders in wards/treatment areas and assist with shifting medical equipment to and from rooms. Render assistance to nursing staff with the transfer of patients to beds or trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards or treatment areas. Responsible for the cleanliness of trolleys and wheelchairs including the replacement of trolley linen when necessary. Report any defects of trolleys or wheelchairs to the supervisor. Reply to requests from wards or clinics. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register.

**ENQUIRIES** : Mr M Oktober, Tel No: (021) 633 0020  
**APPLICATIONS** : The Facility Manager: Gugulethu Community Health Centre, c/o NY3 and NY78, Gugulethu, 7750.

**FOR ATTENTION** : Mr M Oktober  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

**POST 17/373** : **LINEN STORES ASSISTANT**  
Garden Route District

**SALARY** : R125 373 per annum  
**CENTRE** : Riversdale Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience of handling of clean and dirty linen within a linen bank. Inherent requirements of the job: Valid (C1/EC) (Code B/EB) drivers' licence). Willingness to work overtime, weekends and public holidays when operational needs require it. Perform hard physical tasks for e.g., pushing linen trolleys to and from the linen bank to wards or departments, loading and offloading of linen bags, etc. Must be able to communicate in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting, packing and counting of linen. Basic knowledge in washing and sluicing of linen. Basic knowledge of infection control and safety procedure of a Laundry/Linen Bank in a Hospital environment. Good interpersonal relationships with supervisor, colleagues and public. Basic knowledge of safe use of laundry machinery and equipment.

**DUTIES** : Unpack clean linen bags, count the linen, record all the clean linen and pack out the clean linen onto the shelves in the Linen Bank and to ensure and efficient stock control. Empty soiled linen bags for sorting, counting, sealing and stocking of linen bags for dispatching to the private service provider. Perform basic routine tasks in the linen bank under supervision to ensure that a high standard of Hospital hygiene, safety and cleanliness is maintained. Daily sluicing of badly stained linen and correct methods of handling and disposal of refuse/waste products. Distribute clean linen from the linen bank to wards and clinics. Provide support and relief to supervisor, other departments and wards.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 June 2023

## DEPARTMENT OF LOCAL GOVERNMENT

- 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** : 05 June 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/374** : **DEPUTY DIRECTOR: METRO PERFORMANCE MONITORING (SPECIALISED SUPPORT LEGAL INTERVENTIONS) REF NO: LG 27/2022 R1**  
(3-Year Contract Position)

- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; A valid driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. 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 examinations; Experience in local government law and administrative law. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards procedures and best practice in respect of local government (Constitution, Municipal Systems Act, Municipal Structures Act); The constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Monitoring and Evaluation legislation and guiding manuals and frameworks; The Key Performance Areas as indicated in the M&E&R Framework; Municipal integrated development planning, people-centred development, community-based participation processes; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Public Service procedures; Human Resource Management; Basic knowledge of Labour relations legislation and regulations and Act; Skills Development Act; White Paper Employment Equity; Financial Management. Skills needed: Policy formulation; Presentation; Project management; Interpretation of legislation; Communication (verbal & written); Dispute resolutions facilitation in groups (within community) and conflict management; Basic Accounting; Budgeting; Implementation and monitoring; Problem solving; Computer literacy; Report writing. Ability to analyse, promote, facilitate and implement strategic planning.

- DUTIES** : Assess and analyse data from municipalities to conduct diagnostic evaluations and provide support and intervene in order to address issues identified within Municipalities; Provide input to national and provincial policy and legislative processes as well as structures regarding performance monitoring of municipalities and interventions initiated in terms of section 139 of the Constitution; Monitor institutional health and evaluate implementation of performance monitoring systems and executive obligations in terms of the Constitution and legislation; Develop and regulate a framework for monitoring all aspects of monitoring the performance of the Metro; Collect, collate and validate data and information relating to Metro monitoring and outcomes; Human Resource Management of Directorate; Financial Management of Directorate.

- ENQUIRIES** : Mr G Birch Tel No: (021) 483 3113 or gary.birch@westerncape.gov.za
- POST 17/375** : **DEPUTY DIRECTOR: LEGISLATION DEVELOPMENT REF NO: LG 25/2023**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in Law; A minimum of 5 years management level experience in Public Law. Recommendation: Experience in the following: Local government law; Criminal law; Administrative law; LLB graduate; Admitted as an Attorney or Advocate. Competencies: Knowledge of the following: Local government legislation; The Constitution and local government dispensation legislation; Drafting of legislation; Programme and project management; Political environment; Financial management; Skills needed: Analytical; Interpersonal; Written and verbal communication; Conflict management; Leadership; Research.
- DUTIES** : Development and amendment of Provincial Local Government Legislation; Development of standard by-laws; Support Municipalities with the reviews of their system of delegation by Laws and /off policies; Monitoring/comments on national legislation; Capacity building with respect to adoption and enforcement of standard by-laws; Ensure consultation on legislative developments; Human resource management; Financial management.
- ENQUIRIES** : Mr K Makan Tel No: (021) 483 4365
- POST 17/376** : **ASSISTANT DIRECTOR (INTERGOVERNMENTAL POLICY COORDINATION) REF NO: LG 39/2022 R1**  
(3-Year Contract Position)
- SALARY** : R424 104 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Research, law or related field; A minimum of 3 years supervisory experience in an anthropological research or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities with restrictive or limited driving abilities, may also apply. Competencies: Knowledge of the following: Traditional and Khoi-San leadership structures; Traditional leadership categories; Traditional and Khoi-San leadership protocol and processes; Research methodologies; Database management; Information seeking strategies; Selecting and evaluation of information; Skills needed: Managerial; Administrative; Organisation; Project management; Proven computer literacy; Written and verbal communication; Problem solving; Conflict handling; Analytical; Research; Ability to conduct structured research; Update genealogies; Write research reports; Manage information and keep records; Work independently and under pressure; Interpersonal relations; Motivate personnel; Dedicated; Innovative; Pragmatic; Creative; Self-motivated and assertive.
- DUTIES** : Identify and undertake research concerned with the history, leadership structures, governance, genealogies, judicial systems, succession laws and tradition and customs on Khoi-San and rural communities in the province; Perform a liaison and information service in respect of Khoi-San leaders; Assist with the development and analysis of policy options and advise on preferred options; Human resource management.
- ENQUIRIES** : Mr A Dlwengu Tel No: (021) 483 8986
- POST 17/377** : **ASSISTANT DIRECTOR: CORPORATE RELATIONS UNIT REF NO: LG 24/2023**  
(12 Month Contract)
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level 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: Business and organisational structure of the department; Departmental operational management system and procedures; Corporate governance requirements with particular reference to prescribed plans and committees;

- Provincial policies; Service level agreements and service schedules; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Support, co-ordinate and research human resource management policies and strategies; Support the research of human resource management reports based on the provincial and departmental agenda; Data analysis based on secondary data; Support the dissemination of research results and findings in user friendly formats; Human resource management; Financial and operational management.
- ENQUIRIES** : Mr F Mathee Tel No: (021) 483 2051
- POST 17/378** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: LG 37/2022 R1**
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject. Recommendation: Experience in the following: Salary administration and financial accounting. Competencies: Knowledge and understanding of relevant systems; Applicable norms and standards; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Pay sheet control; Tax; Subsistence and travel; Departmental debt; Claims and clearance of ledger accounts; Salary recalls; Reporting.
- ENQUIRIES** : Ms H Saul Tel No: (021) 483 2184

#### **DEPARTMENT OF INFRASTRUCTURE**

- 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** : 05 June 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/379** : **CONSTRUCTION PROJECT MANAGER: EDUCATION INFRASTRUCTURE REF NO: DOI 24/2023**
- SALARY** : Grade A: R795 147 - R847 221 per annum  
 Grade B: R894 042 - R962 292 per annum  
 Grade C: R1 020 087 - R1 197 978 per annum  
 (Salary will be determined based on post registration experience as per OSD prescripts).
- CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager; A valid code B driving licence. Competencies: Knowledge of the following: NEC 3 and 4 and proven track record of administrating these contracts in the built environment; Programme and project management; Project principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing;

		Creating high performance culture; Technical consulting; Professional judgment; Skills needed: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and development.
<b><u>ENQUIRIES</u></b>	:	Ms R Kok Tel No: (021) 483 3056
<b><u>POST 17/380</u></b>	:	<b><u>ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP (WELDER) REF NO: DOI 21/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R220 533 - R244 737 per annum Grade B: R258 753 - R285 396 per annum Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government Appropriate Trade Test Certificate (Welder); A valid Code EC driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.
<b><u>DUTIES</u></b>	:	Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.
<b><u>ENQUIRIES</u></b>	:	Mr E Louw Tel No: (021) 959 7700
<b><u>POST 17/381</u></b>	:	<b><u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: DOI 25/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R220 533 - R244 737 per annum Grade B: R258 753 - R285 396 per annum Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.
<b><u>DUTIES</u></b>	:	Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.
<b><u>ENQUIRIES</u></b>	:	Mr J Jones Tel No: (021) 863 2020
<b><u>POST 17/382</u></b>	:	<b><u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (DIESEL MECHANIC) REF NO: DOI 29/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R220 533 - R244 737 per annum Grade B: R258 753 - R285 396 per annum Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government Appropriate Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild,



maintain, and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

**DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

**ENQUIRIES** : Mr E Louw Tel No: (021) 959 7700

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 05 June 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 17/383** : **HEAD: PROVINCIAL POLICY AND STRATEGIC MANAGEMENT (STRATEGIC PROGRAMMES) REF NO: DOTP 09/2023**

**SALARY** : R1 590 747 per annum (Level 15)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An undergraduate qualification and a postgraduate qualification (NQF level 9) as recognised by SAQA; A minimum of 8 years' senior management experience; A valid code EB driver's license (or alternative means of transport). Recommendation: A Relevant Masters Degree in Public Policy / Economics/ Business / Finance. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, particularly related to economic development, safety, health and education; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of supply chain management processes; Proven

knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Basic knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of performance management in general; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Excellent communication skills; Outstanding planning, organizing and people management skills.

**DUTIES**

: Strategic Leadership and Management: Strategically advise and support the executive in the development, quality assurance, implementation and oversight of high-level provincial policies and strategies. This includes: Guiding and sustaining the strategic planning methodology and instruments deployed by the provincial government within the framework of applicable legislation; Designing and leading an integrated programme of applied provincial policy research Providing thought-leadership and ensuring policy coordination on transversal provincial priorities related to economic development, safety and wellbeing; Support the executive in respect of international and priority programmes; Ensure that the provincial executive's policy development, strategic planning, and programme and project implementation initiatives and evaluations are informed by appropriate and reliable strategic management information. Line Management: Play a top leadership role in the Provincial and Departmental strategic planning processes; Drive the Branch's strategic planning process; Drive the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director-General on a regular basis on the activities of the Branch and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources (people, finances and assets) employed by it; Diligently perform all duties assigned to the post of Deputy Director-General. People Management: Foster and promote a culture of innovation within the Branch, and the Department; Ensure and participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Branch's Business Plan; Actively manage the performance, evaluation and rewarding of employees within the Branch; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Branch; Promote sound labour relations within the Branch; Actively manage and promote the maintenance of a high performance culture and discipline within the Branch. Financial Management: Lead the budgeting process at Branch level; Lead the preparation of the Annual and Adjustment Budgets for the Branch; Assume direct accountability for the efficient, economic and effective control and management of the Branch's budget and expenditure; Assume direct accountability for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Branch; Report to the Director-General and relevant oversight role players/committees on all aspects of the Branch's finances; Ensure that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

**ENQUIRIES**

: Dr HC Malila Tel No: (+27 21 483 6673)

**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 17/384** : **DEPUTY DIRECTOR-GENERAL: PEOPLE MANAGEMENT REF NO: DOTP 10/2023**

**SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum (Level 15), (all-inclusive salary package)  
: Department of the Premier, Western Cape Government  
: An appropriate undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions Management Principles; Procurement and tendering processes; Procurement and tendering processes; HRM processes inclusive of human resource planning; Policy development, and strategy management, monitoring and review processes; Public finance, human resources and discourse management processes; Performance management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills.

**DUTIES** : Line Management will entail the co-ordination and enhancement of learning and development within the WCG; Rendering people management practices; Strategic Management, including change management will include the following: Defining and reviewing on a continual basis the purpose, objectives, priorities and activities of the Branch; Drive the Branch's strategic planning process; Drive the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director-General on a regular basis on the activities of the Branch and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Branch, and the Department; Diligently perform all duties assigned to the post of Deputy Director General; People Management; Financial Management.

**ENQUIRIES APPLICATIONS** : Dr. Harry Malila Tel No: (021) 483 6032  
: 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>

#### **OTHER POSTS**

**CLOSING DATE** : 05 June 2023  
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advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 17/385** : **INDUSTRIAL PSYCHOLOGIST: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 46/2023**

**SALARY** : Grade 1: R790 077 per annum, (OSD as prescribed)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Masters' Degree in Industrial Psychology; Registration as (Industrial) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid code B driving licence. Recommendation: Experience in Leadership and Culture Interventions as well as assessment-related environment conducting competency assessments. Competencies: Knowledge in the following: Group dynamics (roles and stages of group development); Health Professions Act, 1974; HPCSA Code of Ethics for Professionals; HPCSA training requirements; Scope of practice for Psychologists; Maintenance of professional registration through participation in continuous professional development; Research methods and statistics (action research, quantitative and qualitative); Mentoring and coaching practices; Project management; Protection of Personal Information Act, 2013 Key elements of policies, frameworks, norms and standards on organisational performance; Skills needed: Analytical; Change management; Conceptual, interpretive and formulation; Conflict resolution; Diagnostic; Diversity management; Facilitation and process consultation; Influencing; Innovative; Problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation; Professional judgment and reasoning ability; Project management; Research; Strong people skills and relationship building; Team building and strong interpersonal skills; Verbal and written communication.

**DUTIES** : Develop, guide and advise on complex theories and models in order to enhance behavioural, group and organisational behaviour; Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Advise on institutional improvement and development based on surveys; Advise on development of policies; Design and develop assessment tools; Report on IP research; Develop culture interventions to improve organisational performance; Apply paradigms, theories and models to enhance organisational behaviour; Assess organisational behaviour dynamics; Conduct surveys and assessments; Facilitate and implement Western Cape Government Transversal Culture Programme; Perform institutional diagnostic surveys; Reporting.

**ENQUIRIES** : Ms L Isaacs Tel No: (021) 466 9734  
**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 17/386** : **LEGAL EDITOR: LEGISLATION REF NO: DOTP 45/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant operational experience. Recommendation: Experience in rendering an English and Afrikaans language editing, translating and language advisory service in relation to legislation, legislative instruments, legal- and other documents; Additional qualification in editing, translating and proofreading documents. Competencies: Knowledge of the following: Language editing, translating and proofreading legislation, legislative instruments, legal and other documents (English and Afrikaans); Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organisational; Ability to work independently and as part of a team; Ability to work under pressure and to meet deadlines.

**DUTIES** : Language edit, proofread and format draft provincial legislation (draft bills and regulations) other legislative instruments, legal- and other documents; Translate, quality control, revise and format translations (English and Afrikaans) of legislation, legislative instruments, legal- and other documents;

Render a language advisory service (deal with language queries, compile and maintain a database of terminology, rules and templates).

**ENQUIRIES** : Ms A Vosloo Tel No: (021) 483 4353  
**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>

#### **PROVINCIAL TREASURY**

**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** : 05 June 2023

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#### **OTHER POSTS**

**POST 17/387** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 10/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : Honours Degree (or equivalent qualification) in Economic/Finance/Business Administration/Public Policy/ Public Administration (or equivalent qualification); A minimum of 3 years relevant work experience in economic / policy research/ data and statistical analysis and/or strategic planning, budgeting and budget policy and strategy monitoring, implementation, and review processes. 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: A post graduate qualification in Public Policy/Public Administration/Economics; Experience in the following: Public sector strategic policy, planning, fiscal policy and budgeting, which include knowledge of global, regional and local economic, social affairs and fiscal matters impacting on the provincial government of the Western Cape. Competencies: Knowledge of public sector strategic policy, planning and budgeting. Excellent verbal communication and presentation skills; Research, analytics, writing, monitoring, evaluation and reporting skills; Strategic thinking, deciding and initiating, persuading and influencing; Working with People (strong interpersonal and relationship management skills; Relating and Networking) and ability to work independently.

**DUTIES** : Provide inputs into the Budget overview and Medium-Term Budget policy statement; Conduct policy and economic research and analysis to make recommendations for budget policy and allocations; Monitor and assess provincial budget preparation and quarterly performance and annual reports; Provide strategic support and insights to provincial departments on effective budget policy planning and implementation and performance related matters.

**ENQUIRIES** : Ms T Van De Rhee Tel No: (021) 483 6131

**POST 17/388** : **RESEARCH ANALYST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 09/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics, /Public Finances Accounting, Public Policy, Mathematics, Statistics or Data Science; A minimum of 3 years relevant

experience in government revenue and financial systems or similar. Recommendation: Experience in a fiscal policy/ public finance/ budget policy environment; Working knowledge of Public Finance Legislation and provincial revenue management processes. A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of government fiscal policy environment; Research and analytical skills; Proven computer literacy (MS Office); Aptitude for numbers; Communication (written and verbal) skills.

**DUTIES** : Assist and support fiscal policy research and analysis; Analyse and report on provincial government revenue streams; Inputs into the various fiscal policy and budgetary processes; Support to economist on data analysis, database management, revenue assessments, report writing and presentations; Provide administrative support on the directorate's key deliverables.

**ENQUIRIES** : Mr M Booyesen Tel No: (021) 483 3386

**POST 17/389** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 11/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting/ Finance or Economics; A minimum of 3 years' experience in a financial environment. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Practical knowledge of the implementation of mSCOA in municipalities; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing; Strategic planning; Communication (written and verbal) skills.

**DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Ms W Mohamed Tel No: (021) 483 -8648

**POST 17/390** : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 23/2022 R1**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Finance; A minimum of 3 years accounting experience in municipal accounting in a finance department; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: Knowledge of municipal accounting systems; Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

**DUTIES** : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

**ENQUIRIES** : Mr F Salie Tel No: (021) 483 4252

## DEPARTMENT OF SOCIAL DEVELOPMENT

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### OTHER POSTS

- POST 17/391** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (EERSTE RIVER) REF NO: DSD 68/2023**

- SALARY** : R432 348 - R500 715 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

- ENQUIRIES** : Ms M Harris Tel No: (021) 001 2145

- POST 17/392** : **OCCUPATIONAL THERAPIST: FACILITY MANAGEMENT (CLANWILLIAM) REF NO: DSD 65/2023**

- SALARY** : Grade 1: R359 622 - R408 201 per annum  
Grade 2: R420 015 - R477 771 per annum  
Grade 3: R491 676 - R595 251 per annum  
(Salary will be determined by post registration experience as per OSD prescripts)

- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified

employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / 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 and 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 by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

**DUTIES** : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES** : Ms U Siebritz at 072 159 2858

**POST 17/393** : **EDUCATION OFFICER: FACILITY MANAGEMENT REF NO: DSD 64/2023 (X2 POSTS AVAILABLE IN CLANWILLIAM)**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
 : Department of Social Development, Western Cape Government  
 : An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1 year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Ability to interpret and apply policies and procedure.

**DUTIES** : Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous



**ENQUIRIES**

professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.  
Ms U Siebritz at 072 159 2858