



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2022

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai/Ms H Nembaka
- CLOSING DATE** : 11 February 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 02/01** : **DIRECTOR: INITIAL TEACHER EDUCATION EDUCATION REF NO: DBE/01/2022**
Branch: Teachers, Education Human Resources and Institutional Development
Chief Director: Education Human Resource Development
Directorate: Initial Teacher Education

- SALARY** : R1 057 326 per annum, (all-Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate Bachelor's degree or equivalent qualification (NQF Level 7) as recognised by SAQA A relevant post-graduate qualification will serve as an advantage. At least five (5) years' experience at middle/senior management in the management of teacher education, teacher recruitment and/or large scale bursary schemes. An understanding of the teacher education environment, including teacher education qualifications and programmes, bursary and other funding programmes for the effective recruitment of new teachers as well as the early identification of teacher demand. Ability to organise and administer the Funza Lushaka bursary scheme and large scale advocacy programmes. Applicants must be in possession of the following skills: counselling, analytical, problem solving, planning, facilitation, communication, financial management; and organisational skills. He or she must be a highly credible professional with good leadership, people management and empowerment, policy making, conflict resolution, negotiation and sound management skills. He or she must be a team player and a strategist. Applicants must possess the following process competencies: Knowledge Management, Service Delivery Innovation, Problem-solving and analysis, Client orientation and Customer focus, Communication skills. He or she must possess the following core competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The ability to maintain sound interpersonal relations. Knowledge of administrative procedures, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations applicable to the Public Service, Labour Relations Act, Employment of Educators Act, Basic Conditions of

Employment Act, Employment Equity Act, National Skills Development Strategies, Integrated Strategic Framework for Teacher Education and Development (ISPFTED, Minimum Requirements for Teacher Education Qualifications is required. A good understanding of the Basic Education Sector.

DUTIES

: The successful candidate will be responsible to ensure the proper overall management of initial teacher education programmes and qualifications, induction programmes for new teachers, the Funza Lushaka bursary programme and teacher recruitment campaigns. Expand, manage, monitor and support the Funza Lushaka bursary programme. Establish, manage, monitor and facilitate the implementation of educator recruitment programmes in the Education Sector. Establish, manage, monitor and facilitate the implementation of educator orientation and induction programmes and evaluate education programmes and qualifications for employment in education. Collaborate with relevant stakeholders in the Initial Teacher Education landscape to ensure the achievement of common objectives. Provide technical input for the design and implementation of well-researched, evidence-based initial teacher education strategies. Provide strategic leadership for the development of strategic and annual plans. Manage the finances of the Directorate in line with the Public Finance Management Act. Note: The successful candidate will have to sign annual performance agreements, annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES
NOTE

: Mr A Tsamai Tel No: 012 357 3321/Ms H Nembaka Tel No: 012 357 3289
: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 02/02

: **DEPUTY DIRECTOR: SECURITY AND ASSET MANAGEMENT REF NO: DBE/03/2022**
Branch: Finance and Administration
Chief Directorate: Financial Management and Services
Directorate: Security and Asset Management

SALARY
CENTRE
REQUIREMENTS

: R882 042 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: A three-year relevant post matric qualification (NQF level 6) as recognised by SAQA; A minimum of four (4) years' relevant experience at a supervisory/middle managerial level; An understanding of the Security and Events management environment. The successful candidate must be skilled/competent in the following: security, contract management, analytical problem solving, planning, facilitation, communication, financial management, organisational skills, good leadership, project management, people management and empowerment, policy making, conflict resolution, change management, sound interpersonal relations, negotiation and sound management skills. The successful candidate must be a team player and a strategist; Knowledge of Batho Pele Principle, service delivery innovation, client orientation and customer focus is required; Knowledge of Administrative procedures; the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA); Treasure Regulations applicable to the Public Service; Labour Relations Act; Protection of Personal Information Act 4 of 2013; Basic Conditions of Employment

- Act; Employment Equity Act; Minimum Information Security Standards,1996 (MISS) and Minimum Physical Security Standards,2009(MPSS) is required.
- DUTIES** : To ensure the proper overall management of Events, Security and the Basic Education programmes; Expand, manage, monitor and support the department; Establish, manage, monitor and facilitate the implementation of Events policies as well as rendering support to the line function; Manage the finances of the directorate in line with the Public Finance Management Act.
- ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- NOTE** : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
- POST 02/03** : **DEPUTY DIRECTOR (STRUCTURED SCHOOL MANAGEMENT AND ASSISTANT SUPPORT PROGRAMME) REF NO: DBE/02/2022**
(One Year Renewable Contract)
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring
Directorate: Curriculum Implementation and Quality Improvement (GET)
- SALARY** : R744 255 per annum, (all- inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised three year relevant (NQF level 6) post matric qualification or equivalent qualification. At least four (4) years relevant experience at supervisory level. The successful candidate must demonstrate a good understanding of the education sector in South Africa, proven experience in managing the implementation of projects; proven ability to produce quality work under pressure; manage deadlines; ability to work with people at different levels, team player able to work autonomously; proficient computer skills; strong analytical and problem-solving skills; good communication and writing skills, process management. This position requires willingness to frequently travel and working outside the Gauteng Province.
- DUTIES** : Oversee some aspects of the programme including: managing the Department of Basic Education policies (DBE) and processes, monitor implementation of the delivery agreements of several service providers, ensure service providers adhere to agreed deadlines and communicate any risks to management, work closely with project teams, ensure effective stakeholder engagement, support the monitoring and evaluation of the project, prepare monthly and quarterly reports.
- ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- NOTE** : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be emailed timeously to recruitment@csp.gov.za or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. No late applications will be accepted.
- CLOSING DATE** : 04 February 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament in in session.

MANAGEMENT ECHELON

- POST 02/04** : **SECRETARY FOR POLICE SERVICE REF NO: CSP/01/2022**
(Five Year Contract)
- SALARY** : R1 978 533 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Public Administration, Commerce, Social Science, Law or equivalent qualification (NQF 7) and a relevant post graduate qualification (NQF 8) and 8 - 10 years' experience at a Senior Management level (which five years must be as a member of SMS in the Public Service. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in policy drafting, analysis and implementation; interpretation of constitutional law; policy formulation; understanding of government policies and initiatives within the crime fighting environment as well as the role of information, partnerships and stakeholder management in Government decision-making. Good understanding of the safety and crime prevention structures within and outside the justice and security cluster. Good understanding of the PFMA and Public Service Regulatory Framework; Strategic capability, leadership and management skills in leading and managing transformation, change and diversity;

Applied Strategic Planning and Facilitation; Financial management and Budgeting, Problem-solving and Analytical skills. Strong stakeholder management, good communication, presentation, strong interpersonal and negotiation skills including multi-national negotiations, honesty and integrity. The successful candidate will be directly responsible to the Minister of Police for the performance of the statutory functions of the Civilian Secretariat for Police Service, its operations and the realization of agreed output and targets. In accordance with Civilian Secretariat for Police Service Act Section 7, sub-paragraph 4, the Secretary must not be a member or former member of the Police Service of the Republic contemplated in section 199(1) of the Constitution, are not eligible for appointment, so they may not apply.

DUTIES : Provide strategic leadership and overall management of the Civilian Secretariat for Police Service as defined in Chapter 5 of the PFMA and Chapter 3 of the PSA. Ensure effective civilian oversight; monitoring and evaluation of the South African Police Service. Oversee the review and development of policing policies and render strategic policy advice and other support to the Minister of Police to direct effective Policing. Ensure the provision of evidence based research and evidence led policy development on policing, crime and safety to the Minister of Police to inform policing policy and decision making. Coordinate the Minister's Stakeholder engagements and public participation on policing and safety and security matters. Oversee the legislation review and development process including presentation of bills to Parliament. Advise the Minister on any matter related to effective policing, safety and security. Oversee the management and facilitation of inter-governmental, civil society and public-private partnerships. Provide the necessary support on the implementation or compliance with international obligations. Monitor and advise on the utilisation of the budget of the police service to ensure compliance with policy directives or instructions of the Minister. Provide oversight and leadership on the functions of the National Forensic Oversight and Ethics Board (DNA Board) and the Directorate for Priority Crimes Investigation (DPCI) in consultation with the Minister. Develop and maintain sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with provincial civilian oversight structures. Management of Resources.

ENQUIRIES : Dipsy Wechoemang Tel No: 012 393 2500/0796936585

POST 02/05 : **DIRECTOR: NATIONAL FORENSIC OVERSIGHT AND ETHICS BOARD (SECRETARIAT OF DNA BOARD) REF NO: CSP/02/2022**

SALARY : R1 057 326 per annum (all-inclusive package)

CENTRE : Pretoria

REQUIREMENTS : LLB Degree or Bachelor's Degree in Law (NQF7) or relevant equivalent qualification. 5 years' middle / senior managerial level experience. Registration with GIC will be an added advantage. Understanding of legislation research, development methodologies and analysis methods. Knowledge of good governance and Batho Pele Principles. Sound knowledge and interpretation of constitutional Law. Knowledge of the Constitution of the Republic of South Africa. Understanding of government systems and structures. Understanding of Treasury and PFMA Regulations. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Strategic capability and leadership, programme and project management, people management and empowerment, financial management, change management. Computer literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Report writing skills. Presentations skills. Research skills.

DUTIES : Develop policies and procedures for the National Forensic Oversight and Ethics Board. Draft recommendations for improvement to legislation. Unpacking legislation which require adherence, Develop Standard Operating Procedures (SOPs); Steering Committees e.g. Familial Searches. Keeping the Board fully informed of existing and new legislative requirements. Understanding which stakeholders need training and ensuring it takes place. Ensuring that Board resolutions and directives are communicated and implemented by relevant parties. Oversee the implementation of system software solution for the National Forensic

DNA Database (NFDD), drafting reports as required by Parliament and other stakeholders as well as follow up with requests. Develop systems reports to determine gaps for analysis and suggest changes as required. Oversee the implementation of CODIS (Database software), if there are issues that need specific oversight. Acting as information and communication channel for Board members. Management of resources (human and financial).

ENQUIRIES

:

Ms L Maisela Tel No: (012) 393 1916

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this post. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE

: 04 February 2022

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 (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' licence, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) 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 below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. 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.

MANAGEMENT ECHELON

POST 02/06: **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 30833/01****SALARY**

: R1 251 183 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE

: Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 Certificate, a post-graduate qualification in accounting (NQF Level 8 as recognised by SAQA) with at least 5 years relevant working experience at senior management level. Advantage: CA (SA) qualification. Additional Requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Technical competencies: Supply Chain Management. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Modified Cash Standards of Accounting (MCS), Generally Recognised Accounting Practice (GRAP) and Generally Accepted Accounting Principles (GAAP).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop and implement the department's financial planning and expenditure management services. Ensure the rendering of financial management and administration services. Provide strategic leadership and guidance on integrated Supply Chain (including Asset Management) services. Provide strategic leadership and guidance in internal financial control functions in the Department. Ensure appropriate controls and systems are in place to achieve positive audit opinion. Ensure that controls are effective and efficient in supporting the core functions of the Department.
<u>ENQUIRIES</u>	:	Mr J Tidimane Tel No: (012) 334 0734
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email to cogta98@ursonline.co.za
<u>FOR ATTENTION</u>	:	URS Response Handling Tel No: 012 811 1900
<u>NOTE</u>	:	Equity: Female candidates and persons with disabilities are encouraged to apply.
<u>POST 02/07</u>	:	<u>CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 30833/02</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate, an undergraduate qualification (NQF Level 7) as recognised by SAQA with 5 years relevant working experience at senior management level. Advantage: Post-graduate qualification in strategic and/or project management. Additional Requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Technical Competencies: Understanding and interpretation of government policies. COGTA mandate/programme. Government framework on public service transformation and service delivery improvement. Stakeholder relations.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide strategic support to the Director-General and lead all operations in the Office of the Director-General. Analyse all written communication, correspondence and documents addressed to the Director-General and prepare written critique and comment for the Director-General. Provide leadership and guidance on corporate secretariat services to internal governance structures and intergovernmental relations forums coordination and processing of e-submissions. Provide leadership and guidance on the coordination and monitoring of parliamentary cluster and cabinetwork.
<u>ENQUIRIES</u>	:	Mr J Tidimane Tel No: (012) 334 0734
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email to cogta99@ursonline.co.za
<u>FOR ATTENTION</u>	:	URS Response Handling Tel No: 012 811 1900
<u>NOTE</u>	:	Equity: Female candidates and persons with disabilities are encouraged to apply.
<u>POST 02/08</u>	:	<u>CHIEF DIRECTOR: DISASTER RISK REDUCTION, CAPACITY BUILDING AND INTERVENTION REF NO: 30833/03</u>
<u>SALARY</u>	:	R1 251 183 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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate and an undergraduate qualification in Development Studies, Disaster Risk Management / equivalent qualification. (NQF 7 as recognised by SAQA). 5 – 10 years relevant experience at senior management level. Additional

- requirements: Senior Management Pre-Entry Programme. Driver's license. Extensive travelling.
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development and implementation of disaster risk management frameworks, oversee disaster assessments and implementation of disaster management plans. Develop and oversee the implementation of all disaster recovery, rehabilitation and reconstruction strategies and projects following a disaster in an integrated and developmental manner. Provide strategic leadership on the coordination, development, and implementation of integrated systems for disaster risk management capacity building and research. Establish mechanisms for funding disaster risk management. Promote and support public-private partnerships to promote risk reduction and disaster response and recovery.
- ENQUIRIES** : Dr M.E. Tau Tel No: (012) 848 4602
- APPLICATIONS** : Applications may be submitted electronically via email to cogta100@ursonline.co.za
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- POST 02/09** : **CHIEF DIRECTOR: INTEGRATED PROVINCIAL DISASTER MANAGEMENT SUPPORT, MONITORING AND EVALUATION SYSTEMS REF NO: 29409/01**
- SALARY** : R1 251 183 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate and an undergraduate qualification in Disaster Management/Development Studies/Environmental/Public Administration or equivalent qualification (NQF Level 7) as recognised by SAQA. 5 – 10 years relevant experience at senior management level. Additional requirements: Senior Management Pre-Entry Programme. Driver's license. Travelling.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic support in monitoring, reporting, evaluating and implementation of disaster management legislation. Oversee and conduct impact evaluations on disaster incidents and programmes. Develop an information and knowledge management system for disaster management. Provide strategic support on the coordination, development and implementation of integrated education, training, public awareness, and research programmes.
- ENQUIRIES** : Dr M.E. Tau Tel No: (012) 848 4602
- APPLICATIONS** : For application enquiries: Mrs C Nyoni Tel No: 012 998 8953
Applications may be submitted electronically via email to cogta18@basadzi.co.za

OTHER POST

- POST 02/10** : **DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF NO: 30833/04**
- SALARY** : R744 255 per annum, (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate three-year Bachelor's Degree or a three-year National Diploma in Public Administration/ Business Administration/ Social Sciences or equivalent qualification (at NQF Level 6/7) as recognized by SAQA. A minimum of 3 years' experience in a related field. Generic competencies: Planning and organizing. Coordination. Problem Solving and decision making. Project Management. People Management and Empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competencies: Corporate Secretariat best practice and government procedures. Advanced minutes taking. Analytical skills.
- DUTIES** : The successful candidate will perform the following duties: Coordinating and provision of secretariat support to internal Corporate Governance structures and external Intergovernmental Relations Forums. Develop minutes of the meetings and maintain records of meetings. Develop decision matrix and follow-up on the implementation of meetings resolutions. Develop policy guidelines and procedures based on the Intergovernmental Relation Act. Develop and maintain the database of all internal and external Intergovernmental structures.

ENQUIRIES : Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications may be submitted electronically via email to
cogta101@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

DEPARTMENT OF DEFENCE



CLOSING DATE : 11 February 2022 (Applications received after the closing date and faxed copies will not be considered).

NOTE : The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached need not be certified (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews), (i.e. Educational qualifications, ID Copy and Driver s license). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 02/11 : **CONTROL ENGINEERING TECHNICIAN GRADE A (ELECTRONIC MAINTENANCE: IC SECTION) REF NO: NAVAL/01/22/01**

SALARY : R452 895 - R517 842 per annum, (OSD)
CENTRE : Fleet Command HQ: Naval Communications Centre CT, Tokai
REQUIREMENTS : National Diploma in Engineering or relevant qualification. 6 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special requirements: Knowledge of HF Radio Telecommunications Practical and Theory, Fault finding procedures, Soldering techniques, usage of tools and general test equipment. To

be able to read and understand Technical manuals and circuit diagrams as an aid to fault finding. Ability to fault find to component level and effect repair. Leadership-, supervision-, and management skills. Planning and organising skills and be able to perform problem solving and analysis. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and computer-aided engineering packages. Knowledge of Project management. Knowledge of legal compliance.

DUTIES : To be able to analyse test results and to be able to take corrective action to remedy the fault conditions. To manage the Technical library and test instruments and to supervise the issue of these items. Requirements Compulsory Registration with ECSA as a Professional Engineering Technician.

ENQUIRIES : SWO H.J. Johannes Tel No: 021 787 2441

APPLICATIONS : Ms A. M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

NOTE : Own transport will be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

POST 02/12 : **ENGINEERING TECHNICIAN GRADE A (GUIDED WEAPONS WORKSHOP: IC SECTION) REF NO: NAVAL/01/22/02**

SALARY : R452 895 - R517 842 per annum, (OSD)

CENTRE : SA Naval Armament Depot Simon's Town

REQUIREMENTS : National Diploma in Engineering or relevant qualification. 6 Years post qualification technical experience. Valid driver's license (Civilian Code B).Special Requirements: Good verbal and written communication, presentation, interviewing, research, negotiation, strong interpersonal relations, resource management, personnel moderating and problem-solving skills are essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Ability to read and understand technical drawings and documents. Knowledge of Change management. Problem solving, planning and organising skills. Ability to work under pressure and meet target dates with available work force. The incumbent must have an electrical background. The incumbent is responsible for the training of apprentices, artisans, workshop staff and trainees in the section.

DUTIES : To Provide a Maintenance and Repair and Control Service; Workshop Administration tasks; Administer management and functional control support enablement of the structured SANAD Underwater Weapons Workshops in ensuring enablement of the Fleet. Manage calibration and configuration Activities; Ensure compliance of the OH&S Act; Control Budget of section; Ensuring security within the section. Requirements: Compulsory Registration with ECSA as a Professional Engineering Technician.

ENQUIRIES : Lt Cdr A. Van Der Westhuizen Tel No: 021 787 5604

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 02/13 : **CHIEF ARTISAN GRADE A (FACILITIES MAINT: PRODUCTION MANAGER) REF NO: NAVAL/01/22/05**

SALARY : R392 283 – R448 518 per annum, (OSD)

CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town

REQUIREMENTS : Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foremen. Valid driver's license (Civilian Code B).Special requirements: Extensive Experience in a supervisory position would be an advantage. Manage and supervise a variety of tasks in the Marine and Building trade to provide the SA Navy with capability to maintain, repair and upgrade their harbours, buildings and facilities. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates with available workforce. Ensuring Compliance with laid down standards and regulations. Management skills, planning, organising and problem solving skills in the production workshops. Knowledge of PFMA, Public Service Act, LRA and Management and budgeting. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and

understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates in order of priority for execution. Extensive knowledge of safety standards. Adhering to all safety and quality regulations. Management and interpersonal skills. Project Management skills. Knowledge of legal compliance.

DUTIES : Execute control over tasks allocated to workforce. Execute control over general maintenance in the upkeep of Naval Buildings and Harbours. Ensure that high priority tasks received are quickly and effectively placed into the work stream for immediate attention. Ensure that work is carried out in the correct procedure as per building regulations. Control the utilization of material. Attend various meetings, Production, Safety and Merit Assessments. Co-ordinate the workforce to execute a series of tasks. Maintain discipline amongst staff under your control and report any irregularities to your superior. Identify training needs. Provide on the job training. Supervise subordinates in accordance with Labour Relations Act. Ensure safety measures on all Job sites.

ENQUIRIES : Capt (SAN) K.M. Patrick Tel No: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/14 : **CHIEF ARTISAN GRADE A (GEN WPNS: WORKSHOP MANAGER) REF NO: NAVAL/01/22/06**

SALARY : R392 283 – R448 518 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town.
REQUIREMENTS : Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foremen. Valid driver's license (Civilian Code B). Special requirements: Good verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations skills, resource management skills, personnel moderating skills and problem-solving skills are essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Ability to read and understand technical drawings and documents. Knowledge of Change management. Problem solving, planning and organising skills. Ability to work under pressure and meet target dates with available work force. Knowledge of legal compliance. Knowledge of Project Management.

DUTIES : The incumbent is responsible for managing of the workshops and workshop store responsible for the refurbishing process and preventative and corrective maintenance procedures on all small arms weapons utilized in the SA Navy. Supervising the Chief Artisan in charge of the various workshops under his control and the Chief Storeman in charge of the workshop store. The incumbent must have knowledge and experience in weapon systems. The incumbent is responsible for the training of apprentices, artisans, workshop staff and trainee in the Division. Ability to control the budget allocated to the Division. Scheduling of workloads to the workshops. Ensure that weapons and related components are safely stored and accounted for while in the Division. Ensure that all quality standards are adhere to at all times. Ensure that all aspects of the Occupational Health and Safety Act are in place and complied with at all times. Ensure that administration duties such as completing job cards, recording serially controlled items and compile spares list are completed.

ENQUIRIES : Lt Cdr A. Van Der Westhuizen Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/15 : **CHIEF ARTISAN GRADE A (SURFACE COATING WORKSHOP: IC SECTION) REF NO: 01/22/07**

SALARY : R392 283 – R448 518 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town.
REQUIREMENTS : Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foremen. Valid driver's license (Civilian Code B).Special requirements: Good verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations

skills, resource management skills, personnel moderating skills and problem-solving skills are essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Ability to read and understand technical drawings and documents. Knowledge of Change management. Problem solving, planning and organising skills. Ability to work under pressure and meet target dates with available work force. Knowledge of legal compliance. Knowledge of Project Management.

DUTIES : The incumbent is responsible for managing of the workshops and workshop store responsible for the refurbishing process and preventative and corrective maintenance procedures on all small arms weapons utilized in the SA Navy. Supervising the Chief Artisan in charge of the various workshops under his control and the Chief Storeman in charge of the workshop store. The incumbent must have knowledge and experience in weapon systems. The incumbent is responsible for the training of apprentices, artisans, workshop staff and trainees in the Division. Ability to control the budget allocated to the Division. Scheduling of workloads to the workshops. Ensure that weapons and related components are safely stored and accounted for while in the Division. Ensure that all quality standards are adhere to at all times. Ensure that all aspects of the Occupational Health and Safety Act are in place and complied with at all times. Ensure that administration duties such as completing job cards, recording serially controlled items and compile spares list are completed.

ENQUIRIES : Lt Cdr A. Van Der Westhuizen Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/16 : **CHIEF ARTISAN GRADE A (SMALL ARMS WORKSHOP: IC SECTION) REF NO: NAVAL/01/22/08**

SALARY : R392 283 – R448 518 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foremen. Valid driver's license (Civilian Code B).Special requirements: Good verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations skills, resource management skills, personnel moderating skills and problem-solving skills are essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Ability to read and understand technical drawings and documents. Knowledge of Change management. Problem solving, planning and organising skills. Ability to work under pressure and meet target dates with available work force. Knowledge of legal compliance. Knowledge of Project Management.

DUTIES : The incumbent is responsible for preventative and corrective maintenance procedures on all small arms weapons utilized in the SA Navy. The incumbent is responsible for the training of apprentices, artisans, workshop staff and trainee in the section. Ability to control the budget allocated to the workshop. Scheduling of workload in the workshop. Ensure that weapons are function tested under the supervision of the Range Safety Officer. Ensure that all quality standards are adhere to at all times. Ensure that all aspects of the Occupational Health and Safety Act are in place and complied with at all times. Perform administration duties such as completing job cards, recording serially controlled items and compile spares list.

ENQUIRIES : Lt Cdr A. Van Der Westhuizen Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/17 : **ASSISTANT DIRECTOR: PERSONNEL MANAGEMENT (FUNCTIONAL TRAINING: TRAINING EVALUATOR) REF NO: NAVAL/01/22/36**

SALARY : R382 245 per annum (Level 09)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF L6 (Appropriate degree/National Diploma in Human Resource Management / Development or equivalent). Valid driver's license (Civilian Code 8).Special requirements: Moderator NQF 5; Assessor NQF 5; Assessment Design NQF 6;

Skills Development Facilitator NQF 5; Evaluator NQF 4; Evaluate learning programs NQF 5, would be an advantage. Detailed knowledge of SAQA / NQF alignment and accreditation requirements. Knowledge of Outcomes Based Education. Integration of end user competence requirements and curricula / learning path design. Experience as coordinator and control of curricula / unit standards design and database. Structuring and implementation of workplace assessment, policy and design of assessment instruments. Proficiency in MS Office. Excellent presentation and communication skills. Must be able to travel/stay overnight when required. Detailed knowledge of SA Navy ETD environment will be an advantage.

DUTIES : Interpreting and promoting ETD policy and national regulations. Establishing/maintaining a monitoring and evaluation system. Overseeing the implementation / application of monitoring and evaluation activities. Monitoring and evaluating Training Providers, program strategy and execution. Monitoring, analysing and reporting on end user satisfaction. Communicating effectively with Unit Training Evaluators. Conducting and producing insightful analysis and evaluative outputs. Reporting on Training Provider accreditation progress. Alignment and accreditation of SAN training, curricula and trainers with SAQA and NQF prescripts. Verify end user requirements met by curricula / learning path. Co-ordinate and control curricula, ETD Practitioner and capability capacity development. Training needs analysis and learning path design. Workplace assessment post residential phase with experiential learning. Render advisory service to all SAN training units regarding ETD.

ENQUIRIES APPLICATIONS : Capt (SAN) S.A. Malepe (SSO FETD) Tel No: 021 787 5043
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/18 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (NAV COM CEN DBN: TECHNICIAN) REF NO: NAVAL/01/22/04**

SALARY CENTRE REQUIREMENTS : R316 536 – R337 791 per annum, (OSD)
: Naval Communication Centre Durban, Bluff, Durban
: National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special Requirements: Exposure to High Power Transmitters / RF will be an advantage. Ability to carry out fault finding to component level and effect repair. In-depth knowledge of communication systems and electrical installations. Knowledge of electrical circuits, including emergency generator sets and no-break power installations. Knowledge of air-conditioning and ventilation systems. Knowledge in use of test equipment pertaining to all above systems. Knowledge of Thermionic Emission principles. Leadership, supervision, and management skills. Planning, organising skills and be able to perform problem solving and analysis. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and computer-aided engineering packages. Knowledge of Project management. Knowledge of legal compliance.

DUTIES : Maintain and repair communications equipment and their peripherals. Ensure transmission quality. Supervise subordinate's work. Implement corrective action to essential equipment when required (Diesel generators, power distribution, air cooling systems, etc). Manage and co-ordinate all administrative documents and processes to facilitate the technical requirements for Navcomcen Durban. Requirements: Compulsory Registration with ECSA as a Professional Engineering Technician.

ENQUIRIES APPLICATIONS NOTE : WO1 E.M. Khanyile Tel No: 031 451 1960/1
: Lt Cdr S.K. Sibiyi, Naval Base Durban, Private Bag X 1, Bluff, 4036
: Own transport will be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

POST 02/19 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (ELECTRONIC MAINTENANCE: TECHNICIAN) REF NO: NAVAL/01/22/03**

SALARY : R316 536 – R337 791 per annum, (OSD)

CENTRE REQUIREMENTS : Fleet Command HQ, Naval Communications Centre CT, Tokai
: National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B).Special requirements: Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to component level and effect repairs. Leadership-, supervision-, and management skills. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages. Knowledge of legal compliance.

DUTIES : Maintain and repair communications equipment and their peripherals. Ensure transmission quality. Supervise subordinate's work. Implement corrective action to essential equipment when required (Diesel generators, power distribution, air cooling systems, etc).Requirements: Compulsory Registration with ECSA as a Professional Engineering Technician.

ENQUIRIES APPLICATIONS NOTE : SWO H.J. Johannes Tel No: 021 787 2441
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
: Own transport required. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

POST 02/20 : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINTENANCE: ELECTRONICIAN) REF NO: NAVAL/01/22/08**

SALARY CENTRE REQUIREMENTS : R308 826 – R349 809 per annum, (OSD)
: Fleet Command HQ, Naval Communications Centre CT, Tokai
: Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Diagnostic ability (fault find to component level and effect repair). Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and other computer-aided applications. Leadership-, supervision- and management skills. Computer aided technical applications. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organising skills. Knowledge of legal compliance.

DUTIES : Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractors' work.

ENQUIRIES APPLICATIONS NOTE : SWO H.J. Johannes Tel: 021 787 2441
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
: Statutory requirements apply (Appropriate Trade Test).Own transport required. Must be able to work in an underground location with mechanical air and lightning. Member will be required to perform shift work and overtime (days, night and weekends).

POST 02/21 : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINTENANCE: ANTENNA MAINTAINER) REF NO: NAVAL/01/22/10**

SALARY CENTRE REQUIREMENTS : R308 826 – R349 809 per annum, (OSD)
: Fleet Command HQ, Radio Station Goedverwacht, Durbanville
: Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Maintaining and repairing all Naval telecommunication network land based antennas, lifting and rigging gear, to enable an efficient and reliable communication service for the South African Navy, amongst others. Ability to execute repair and maintenance on top of 150 metre high masts. A back ground in electronics can be considered as an advantage. Ability to compile technical reports. Ability to communicate in English (written and verbal). Ability to read, interpret and analyse technical drawings and documentation. Problem solving and analysis skills. Good decision making skills. Computer literate. Proficiency in MS Office Packages. Knowledge of Occupational Health and Safety regulations. Planning and organizing skills. Knowledge of legal compliance.

DUTIES : Maintaining, lowering, repairing and erecting antennas, maintaining lifting and safety gear, refurbishing antennas, communicating with Contractors, performing

tasks not included in the job description. Ordering and managing stores / spares. Supervise external Contractors work on-site.

ENQUIRIES : Mr R.J. Cameron Tel No: 021 787 2480/3
APPLICATIONS : Lt Cdr S.K. Sibiya, Naval Base Durban, Private Bag X1, Bluff, 4036
NOTE : Statutory requirements apply (Appropriate Trade Test).Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

POST 02/22 : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINT: ELECTRONICIAN) REF No: 01/22/11**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Fleet Command HQ, Radio Station Goedverwacht, Durbanville
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Diagnostic ability (fault find to component level and effect repair). Knowledge of Thermionic Emission principles. Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and other computer-aided applications. Leadership-, supervision-, and management competency skills required. Computer aided technical applications. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organising skills. Knowledge of legal compliance.

DUTIES : Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractors' work.

ENQUIRIES : Mr R.J. Cameron Tel No: 021 787 2480/3
APPLICATIONS : Lt Cdr S.K. Sibiya, Naval Base Durban, Private Bag X1, Bluff, 4036
NOTE : Statutory requirements apply (Appropriate Trade Test).Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

POST 02/23 : **ARTISAN FOREMEN GRADE A (SIGNWRITE & ENGRAVE: PAINTER) REF NO: NAVAL/01/22/12**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Fleet Maintenance Unit, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid Driver's license (Civilian Code B).Special requirements: Technical aptitude. Ability to communicate effectively (verbal) in English. Basic Knowledge of Health and Safety. Ability to move materials and equipment. Knowledge of tools, equipment and machinery. Knowledge of stores. Knowledge of safety procedures. Ability to work in a team. Ability to operate machinery and equipment. Ability to perform routine tasks. Problem solving, planning and organising skills. Knowledge of legal compliance.

DUTIES : Perform Signwriting/Paint work. Interpret technical drawings and work dossiers. Use and order miscellaneous stores. Provide factual and technical advice. Supervise and train subordinates and trainees. Maintain a safe working environment.

ENQUIRIES : SWO D.W. Josephs Tel No: 021 787 4244
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/24 : **ARTISAN FOREMAN GRADE B (ELECTRICAL WORKSHOP: ELECTRICIAN) REF NO: NAVAL/01/22/13**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience

in a electrical Workshop. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the plumbing environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Supervising skills. Knowledge of legal compliance.

DUTIES : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading buildings. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Capt (SAN) K.M. Patrick Tel No: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/25 : **ARTISAN FOREMAN GRADE A (METALWORK (PLUMBING WORKSHOP): PLUMBER) REF NO: NAVAL/01/22/14**

SALARY : R308 826 – R349 809 per annum
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience in a plumbing Workshop. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the plumbing environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Supervising skills. Knowledge of legal compliance.

DUTIES : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading buildings. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Capt (SAN) K.M. Patrick Tel No: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

NOTE : Statutory requirements apply (Appropriate Trade Test).

CLOSING DATE : 11 February 2022

POST 02/26 : **ARTISAN FOREMAN GRADE A (PAINTING WORKSHOP: PAINTER) REF NO: NAVAL/01/22/15**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience in Painting. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Supervising, planning, organising and problem solving skills in the painting environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Supervising skills. Knowledge of legal compliance.

DUTIES : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading buildings. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Capt (SAN) K.M. Patrick Tel No: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/27 : **ARTISAN FOREMAN GRADE A (WOOD WORK: CARPENTER) REF NO: NAVAL/01/22/16**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience in Carpentry. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the plumbing and/or metalwork environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Supervising skills. Knowledge of legal compliance.

DUTIES : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading buildings. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Capt (SAN) K.M. Patrick, Tel No: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/28 : **ARTISAN FOREMAN GRADE A (MARINE FACILITIES: DIVER) REF NO: NAVAL/01/22/17**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience in the marine environment would be an advantage. Ability to work under water +/- 39m. Knowledge of repairing maintaining and upgrading of harbour facilities, Knowledge of safe keeping of job sites and materials. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the marine environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Supervising skills. Knowledge of legal compliance.

DUTIES : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading harbour facilities. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Capt (SAN) K.M. Patrick Tel No: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/29 : **ARTISAN FOREMAN GRADE A (BRICKWORK: BRICKLAYER) REF NO: NAVAL/01/22/18**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town

<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience in Brickwork. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the plumbing and/or metalwork environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Supervising skills. Knowledge of legal compliance. Knowledge of legal compliance.
<u>DUTIES</u>	:	Supervising subordinates, repairing, maintaining and upgrading buildings, Safe keeping of tools and equipment, performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading buildings. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.
<u>ENQUIRIES</u>	:	Capt (SAN) K.M. Patrick Tel No: 021 787 3075
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Statutory requirements apply (Appropriate Trade Test).
<u>POST 02/30</u>	:	<u>ARTISAN FOREMAN GRADE A (VOICE TECH SERVICES: VOICE TECH FOREMAN) REF NO: NAVAL/01/22/19</u>
<u>SALARY</u>	:	R308 826 – R349 809 per annum, (OSD)
<u>CENTRE</u>	:	Naval Base Simon's Town Telephone Exchange
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Experience in telephone network installation, maintenance and repairs of telephone lines and instruments will be an advantage. Applicant must be able to use power tools and technical instruments. Applicant must have good interpersonal skills and a sound knowledge of Main Distribution Frames, Cable jointing, Digital (EG VoIP) and analogue telephone systems and good communication skills. Knowledge of Health and Safety Regulations. Ability to compile Technical reports. Knowledge of legal compliance. Ability to supervise staff. Management skills, good verbal and written communication skills, budgeting, workflow control, and team leadership. Planning and organisation skills. Knowledge of legal compliance.
<u>DUTIES</u>	:	Execution of voice technical service provision operations, conduct voice technical support services, execute voice technical service provisions operations, monitor SAN ICT telephone network operations. Provide Telephone Network cable reticulation services, provide telephone instrument technical services, provide fixed line (Telkom) connectivity services and provide fixed line connectivity for foreign and local vessels. Distribution account holder for the technical section. Maintain accurate cable reticulation records. Execution and control of job card system. Communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores. Supervise Contractors' work.
<u>ENQUIRIES</u>	:	Lt Cdr K.S. Sikonkwane Tel No: 021 787 5869 / WO1 S. Ntshinga Tel No: 021 787 5790
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Statutory requirements apply (Appropriate Trade Test).
<u>POST 02/31</u>	:	<u>ARTISAN FOREMAN GRADE A (TAILOR: ARTISAN TAILOR) REF NO: NAVAL/01/22/20</u>
<u>SALARY</u>	:	R308 826 – R349 809 per annum, (OSD)
<u>CENTRE</u>	:	Naval Base Simon's Town
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: The Detail Clothing Store is looking for an energetic, confident person with good communication skills, excellent interpersonal and organizational capabilities. Ability to compile technical reports. Ability to communicate in English (written and verbal).

		Ability to read, interpret and analyse technical drawings and documentation. Problem solving and analysis skills. Good decision making skills. Computer literate. Proficiency in MS Office Packages. Knowledge of Occupational Health and Safety regulations. Knowledge of legal compliance.
<u>DUTIES</u>	:	To supply an alteration service to all uniform members in the South African Navy. Sewing rank badges on uniforms. Assemble medals and ribbons. Ensure general cleanliness. Comply with OHASA.
<u>ENQUIRIES</u>	:	Mr D.L. Haydricks Tel No: 021 787 3604
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Statutory requirements apply (Appropriate Trade Test).The successful candidate must be willing to travel within the naval establishments of South Africa.
<u>POST 02/32</u>	:	<u>ARTISAN FOREMAN GRADE A (MAINTENANCE MANAGEMENT: AUTO ELECTRICIAN) REF NO: NAVAL/01/22/21</u>
<u>SALARY</u>	:	R308 826 – R349 809 per annum, (OSD)
<u>CENTRE</u>	:	Naval Base Simon's Town, Dido Valley
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid driver's license (Civilian Code B). Special requirements: Required to be qualified as an auto electrician to conduct technical inspections and quality assurance to compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organisations (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Problem solving and decision making skills. Ability to write reports. Knowledge of legal compliance.
<u>DUTIES</u>	:	Accept vehicle service / maintenance e package (from maintenance administrator). Physically deliver vehicles to service providers for "strip to quote (3.2)". Hand vehicles over to company (inspections and paper work). Obtain quote from company. Analyse maintenance quotations to vehicle market value, DD 1813 and irregularities. Analyse the quotation to vehicle replacement costs / vehicle market value. Report on potential quote irregularities. Recommend beyond Economical Repairs (BER) considerations. Address any deviations / irregularities at the site. Hand final quote to Maintenance Administrator. Conduct random on-site progress inspections. Monitor outsourced vehicle maintenance / repair progress. Conduct on-site post-maintenance inspection. Formalise the finalization of the job (certificates etc). Draw moneys from Finance Office. Pay Service Provider for services provided iro Petty Cash / Government Orders. Assist in returning vehicles to Simon's Town. Conduct payment reconciliation. Complete job card information and sign off job cards. Maintain functional information system. Compile an assessment on a company requesting addition to Pro-Quote database (infrastructure and competence)
<u>ENQUIRIES</u>	:	Lt Cdr R.O.B. Hector Tel No: 021 787 4070
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Statutory requirements apply (Appropriate Trade Test).
<u>POST 02/33</u>	:	<u>ARTISAN FOREMAN GRADE A (DIVING EQUIP WORKSHOP: FITTER AND TURNER) REF NO: NAVAL/01/22/22</u>
<u>SALARY</u>	:	R308 826 – R349 809 per annum, (OSD)
<u>CENTRE</u>	:	Naval Stores Depot Wingfield, Goodwood
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B).Special requirements: Knowledge of pressure vessels and various gasses. Knowledge on working with oxygen equipment and high pressure gasses. Ability to communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise, planning, organizing and problem solving in mechanical environment. Diagnostic ability (fault find and repair). Ability

to read and understand technical drawings. Ability to operate milling machines and lathe as well as test equipment related to diving equipment. Adhere to all OHASA safety standards. Planning and organising skills. Knowledge of legal compliance.

DUTIES : Overhauling air, oxygen, regulators and reducers. Stripping, cleaning and overhauling of booster pumps. Overhauling and repairing of sector 300 and scuba pro demand valves. Repiping air oxygen mixture containers and installations. Repairing and repiping Hi Pressure Compressors. Machining, fitting and manufacturing of parts. Maintaining, repairing and overhauling Resuscitators. Maintaining, repairing and overhauling semi-closed mixture Diving sets. Do pre-deliveries on all firefighting life support systems and diving equipment utilized in the SA Navy.

ENQUIRIES : Ms M. Louw Tel No: 021 597 5340
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/34 : **ARTISAN FOREMAN GRADE A (ELECTRICAL WORKSHOP: ELECTRONICIAN) REF NO: NAVAL/01/22/23**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B). Special requirements: Good verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations skills, resource management skills, personnel moderating skills and problem-solving skills are essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Ability to read and understand technical drawings and documents. Knowledge of Change management. Problem solving, planning and organising skills. Ability to work under pressure and meet target dates with available work force. Knowledge of legal compliance.

DUTIES : The incumbent is responsible for preventative and corrective maintenance procedures on all guided weapons and related components utilized in the SA Navy. The incumbent must have an electrical background. The incumbent is responsible for the training of apprentices, artisans, workshop staff and trainees in the section. Ability to control the budget allocated to the workshop. Scheduling of workload in the workshop. Ensure that all quality standards are adhere to at all times. Ensure that all aspects of the Occupational Health and Safety Act are in place and complied with at all times. Perform administration duties such as completing job cards, recording serially controlled items and compile spares list.

ENQUIRIES : Lt Cdr A. Van Der Merwe Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/35 : **ARTISAN FOREMAN GRADE A (WORKSHOP: ARTISAN WELDER) REF NO: NAVAL/01/22/24**

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B). Special requirements: Good communication skills (written and verbal). Planning and organising skills. Must be able to perform Tig, Mig and Arc welding. Must be able to perform brazing and soldering tasks. The incumbent must be able to read technical drawings and designs. The applicant must be able to design items and work from verbal instructions. Knowledge of legal compliance.

DUTIES : The incumbent will be responsible to do maintenance and repair work. Must be able to manufacture gates and other components. Must train and develop subordinates and apprentices. Administration duties such as completing jobcards.

ENQUIRIES : Lt Cdr A. Van Der Merwe Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/36 : **ARTISAN FOREMAN GRADE A (MECHANICAL WORKSHOP: MECHANICAL)**
REF NO: NAVAL/01/22/25

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B). Special requirements: Good verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations skills, resource management skills, personnel moderating skills and problem-solving skills are essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Ability to read and understand technical drawings and documents. Knowledge of Change management. Problem solving, planning and organising skills. Ability to work under pressure and meet target dates with available work force. Knowledge of legal compliance.

DUTIES : The incumbent is responsible for preventative and corrective maintenance procedures on all guided weapons and related components utilized in the SA Navy. The incumbent must have an electrical background. The incumbent is responsible for the training of apprentices, artisans, workshop staff and trainees in the section. Ability to control the budget allocated to the workshop. Scheduling of workload in the workshop. Ensure that all quality standards are adhere to at all times. Ensure that all aspects of the Occupational Health and Safety Act are in place and complied with at all times. Perform administration duties such as completing job cards, recording serially controlled items and compile spares list.

ENQUIRIES : Lt Cdr A. Van Der Merwe Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/37 : **ARTISAN FOREMAN GRADE A (SURFACE COATING: ARTISAN PRAY**
PAINTER) REF NO: NAVAL/01/22/26

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B). Special requirements: Good communication skills both verbal and written. Problem solving, planning and organising skills. Knowledge of Project and Change Management. Knowledge of computer aided technical applications. Technical report writing skills. Knowledge of legal compliance.

DUTIES : Performing preventative and corrective maintenance procedures on all naval weapons and components. Supervising section personal. Administer training of section personal. Scheduling of workload in section. Maintain Phosphating tanks in the Gunkote section. Prepare surfaces prior to painting or spray painting. Repair, prepare and spray paint ammunition boxes. Repair, prepare and spray paint Torpedo bodies and components. Inspect and account for all items being refurbished in the section. Ensure good housekeeping in the section. Perform administrations duties. Comply with OH&S Act.

ENQUIRIES : Lt Cdr A. Van Der Merwe Tel No: 021 787 5604
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/38 : **ARTISAN FOREMAN GRADE A (SMALL ARMS WORKSHOP: SMALL ARMS**
FITTER) REF NO: NAVAL/01/22/27

SALARY : R308 826 – R349 809 per annum, (OSD)
CENTRE : SA Naval Armament Depot: Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license (Civilian Code B). Special requirements: Good communication skills both verbal and written. Problem solving, planning and organising skills. Knowledge of Project and Change Management. Knowledge of

		computer aided technical applications. Technical report writing skills. Knowledge of legal compliance.
<u>DUTIES</u>	:	The incumbent is responsible for refurbishing all small arms weapons utilized in the Fleet. Do in and out inspections on all weapons. Record Serial numbers of weapons inspected. Function test after being refurbished. Ensure that all ammunition utilized during the function testing process are accounted for. The incumbent is responsible for the training of apprentices, artisans, workshop staff and uniform members working in the section. Ensure that all quality standards are adhere to at all times. Ensure that all aspects of the Occupational Health and Safety Act are in place and complied with at all times. Perform administration duties such as completing job cards, recording serial numbers and compile spares list.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Cdr A. Van Der Merwe Tel No: 021 787 5604
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>POST 02/39</u>	:	<u>ARTISAN FOREMAN GRADE B (CHAMB & INSTRU SUPP: INSTRUMENT FITTER) REF NO: NAVAL/01/22/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 826 – R349 809 per annum
	:	SAS Simonsberg Diving School, Simon's Town
	:	Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid Driver's license (Civilian Code B).Special requirements: Good communication skills both verbal and written. Problem solving, planning and organising skills. Knowledge of Project and Change Management. Knowledge of computer aided technical applications. Knowledge of technical report writing skills. Knowledge of legal compliance.
<u>DUTIES</u>	:	Performing OSIS related tasks. Up keeping of all diving equipment. Lecturing on diving equipment. Confirming status of diving equipment. Analysing of breathing gases. Testing of fittings and hoses. Allocating tasks and oversee work performance. Interpreting technical drawings. Ordering and control miscellaneous stores. Providing factual and technical data and advice. Supervising and train subordinates and trainees. Maintaining a safe working environment.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 M.P. Monywabe Tel No: 021 787 4765
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>POST 02/40</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: SUPERVISOR (CLOTHING: CHIEF PROV ADMIN CLERK) REF NO: NAVAL/01/22/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Fleet Command HQ, General Commodities and Services (GENCOM), Simon's Town
	:	NQF Level 4 (Grade 12 / Standard 10) 3 Years appropriate experience required. Special requirements: Experience in stores and warehousing administration and management. Supervisory experience. Knowledge of Stores Accounting administration. Exposure to Detail Clothing Stores environment and Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proficiency in MS Office package (Outlook and Excel). Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem solving and analytical skills. Good planning and administration skills. Ability to work independently.
<u>DUTIES</u>	:	Supervising and managing the submission of clothing requirements taking into account stock levels at Depot and Detail Clothing store. Monitoring the usage of clothing issued to the Fleet through management of registers. Managing allocated funds for clothing regarding stock replenishment and ensuring the availability of up-to-date clothing. Managing an up-to-date price list for clothing. Liaising with staff at Depots and units and determine requirements for product management. Consulting and follow through with Procurement entities and National Treasury for clothing packages submitted, or new requirements ensuring the updating of specifications as required. Ensuring compliance in respect of technical acceptance for packages submitted. Managing and ensuring stock reserves and project requirements are satisfied. Providing supervision of personnel within the department and attending stakeholder meetings as required. Interacting with Depot staff to manage the receipt of product and the closure of outstanding orders not delivered against

financial obligations. Managing and providing control within the section for allocated tasks and compliance to time lines. Proper co-ordination of logistic documentation and adherence to processes. Ensure all electronic documentation is backed up regularly and registers are maintained accurately.

ENQUIRIES : Warrant Office Class 1 R. Singh, Tel 021 787 5458
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/41 : **ADMINISTRATION CLERK: SUPERVISORY (STRUCTURE: DATA TYPIST)**
REF NO: NAVAL/01/22/38

SALARY : R261 372 per annum (Level 07)
CENTRE : Navy HQ, Naval Management & Renewal Services, Pretoria
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) 3 Years appropriate experience required. Special requirements: Experience in organizational structures and provision of management information. Supervisory experience. Knowledge of job evaluation. Knowledge of general office administration and ability to operate and organize office efficiently. Proficiency in MS Office package. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem solving and analytical skills. Good planning and administration skills. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the existing methods. Ability to work independently. Telephone etiquette.

DUTIES : Implementing of organizational structures on SMCS. Providing of management information with regards to organizational structures. Providing an advice service to the SAN regarding organizational structures. Compiling of unit structures into organigrams by means of ORGPLUS. Compiling of financial reports. Job Evaluation: grading of uniform and PSAP posts by conducting of interviews.

ENQUIRIES : Capt (SAN) S.F. Mthetho Tel No: 012 339 4322/ 073 500 1808
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/42 : **SENIOR LIBRARIAN (LIBRARY: LIBRARIAN) REF NO: NAVAL/01/22/39**

SALARY : R261 372 per annum (Level 07)
CENTRE : SAS SALDANHA, Saldanha Bay
REQUIREMENTS : NQF Level 6: Degree / Diploma in Library and Information Services. 3 Years appropriate experience required. Special requirements: Knowledge of effective library and information services. Proficiency in MS Office packages. Good report writing skills. Compile Budget. Ability to conduct research/analyzing. Ability to interpret policies. Good communication skills (verbal and written) in English. Good planning, organising and decision making skills. Good interpersonal relations skills. Ability to prioritise tasks. Ability to supervise/lead subordinates.

DUTIES : Developing of the library's collection according to user needs and acquiring of information for the library. Managing internet station. Retrieval of information from SABINET, Internet and SINET. Developing access to information through process of cataloguing and classification. Quality control of card catalogue. Development and management of library collection, including different formats of information resources. Development of an effective marketing plan. Providing a pro- and reactive information service. Promote relations with relevant stakeholders. Compiling bibliographies wrt specific subjects on Internet, SABINET and SINET of books and periodical articles. Providing sound and effective library administration. Updating of high standard accession register. Compile budget inputs/reports. Supervising of subordinates. Management of stores and annual stocktake. Monitor incoming post.

ENQUIRIES : Mr R.R. Arends Tel No: 022 702 3636 / 3515
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/43 : **PROVISIONING ADMINISTRATION CLERK: SUPERVISOR (LOGISTIC**
SUPPORT SERVICES: STORES ACCOUNTING) REF NO: NAVAL/01/22/40

SALARY : R261 372 per annum (Level 07)
CENTRE : SAS Saldanha, Saldanha

<u>REQUIREMENTS</u>	:	NQF Level 4 (Grade 12 / Standard 10). 3 Years appropriate experience required. Special requirements: Experience in stores and warehousing administration. Supervisory experience. Knowledge of Stores Accounting administration and stocktaking. Proficiency in MS Office packages. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. The ability to compile and assess work unit performance data. Ability to ensure optimum serviceability of all equipment and resources. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Ability to compile function and divisional reports and letters.
<u>DUTIES</u>	:	Collaborating in establishing and maintaining the work unit's operational business framework and systems. Conducting complex demand and disposal administration. Administering the return of valuable service items. Conducting stores transit administration. Administering the return of repairable items. Participating in the stock taking of main ledgers. Managing the sub section's personnel and general requirements. Managing storerooms.
<u>ENQUIRIES</u>	:	Mr R.R. Arends Tel No: 022 702 3636
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>POST 02/44</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (ELECTRONIC MAINTENANCE: ELECTRONICIAN) REF NO: NAVAL/01/22/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 512 – R214 770 per annum, (OSD) Fleet Command HQ, Naval Communications Centre CT, Tokai Appropriate Trade Test Certificate. Valid Driver's License (Civilian Code B). Special requirements: Diagnostic ability (fault find to component level and effect repair). Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and other computer-aided applications. Leadership-, supervision- and management skills. Computer aided technical applications. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organizing skills.
<u>DUTIES</u>	:	Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractors' work.
<u>ENQUIRIES</u>	:	SWO H.J. Johannes Tel No: 021 787 2441
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Statutory requirements apply (Appropriate Trade Test). Own transport required. Must be able to work in an underground location with mechanical air and lightning. Member will be required to perform shift work and overtime (days, night and weekends).
<u>POST 02/45</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (PLANT SECTION: PLANT SUPERVISOR) REF NO: NAVAL/01/22/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 512 – R214 770 per annum Naval Base Simon's Town: Facilities Division, Simon's Town Appropriate Trade Test Certificate. Valid driver's license (Civilian Code B). Special requirements: Ability to communicate effectively (written and verbal) in English. Planning, organising and problem solving skills. Interpersonal relations skills. Telephone etiquette. Computer literate. Supervisory Skills. Knowledge of legal compliance.
<u>DUTIES</u>	:	Maintain and service pump station in Simon's Town area for SA Naval Works and SA Navy in General. Maintain pump stations and Water Filtration Plant. Checking of operation equipment daily. Check the safe keeping of material and equipment by staff. Check the service tunnels are inspected. Supervise Sub- Ordinates.
<u>ENQUIRIES</u>	:	Capt (SAN) K.M. Patrick Tel No: 021 787 3075
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Statutory requirements apply (Appropriate Trade Test).

POST 02/46 : **ARTISAN (PRODUCTION) GRADE A VOICE TECH SERVICES: VOICE TECH ARTISAN) REF NO: NAVAL/01/22/31**

SALARY CENTRE REQUIREMENTS : R193 512 – R214 770 per annum, (OSD)
: Naval Base Simon's Town Telephone Exchange
: Appropriate Trade Test Certificate. Valid driver's license (Civilian Code B). Special requirements: Previous experience in the installation and maintenance of digital and analogue telephone networks would be an advantage. Basic knowledge of Health and Safety. Knowledge of basic hand tools and equipment. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Problem solving skills. Knowledge of VoIP technology will be an advantage. Knowledge of legal compliance.

DUTIES : Execute Voice Technical Service provision operations. Conduct Voice Tech Support Services. Maintain equipment and facilities according to schedule. Keep and maintain job records on the register. Maintain and adhere to agreed developmental plan / requirement.

ENQUIRIES : Lt Cdr K. S. Sikonkwane Tel No: 021 787 5869 or WO1 S. Ntshinga Tel No: 021 787 5790.

APPLICATIONS NOTE : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
: Statutory requirements apply (Appropriate Trade Test).

POST 02/47 : **ARTISAN (PRODUCTION) GRADE A (BOAT MAINTENANCE: SHIPWRIGHT) REF NO: NAVAL/01/22/32**

SALARY CENTRE REQUIREMENTS : R193 512 – R214 770 per annum
: SA Naval College, Gordon's Bay
: Appropriate Trade Test Certificate. Valid driver's license (Civilian Code B). Special requirements: Ability to write and speak English. Computer literate in MS Office will be an advantage. Knowledge of maintenance and repairs related to Shipwright. Knowledge of Occupational Health and Safety Act. Knowledge of legal compliance.

DUTIES : Maintaining and repairing all shipwright related jobs on boats and equipment. Repairing and maintaining the hull of boats; plastering of walls where cracks have developed and performing emergency plumbing. Managing the budget of the shipwright and procurement of requirements. Ordering of spares, materials and equipment. Conforming to OHASA safety standards.

ENQUIRIES APPLICATIONS NOTE : Warrant Officer Class 1 L.I. Grendeling Tel No: 021 856 9515/9549
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
: Statutory requirements apply (Appropriate Trade Test).

POST 02/48 : **ARTISAN (PRODUCTION) GRADE A (BOAT MAINTENANCE: ELECTRONICIAN) REF NO: NAVAL/01/22/33**

SALARY CENTRE REQUIREMENTS : R193 512 – R214 770 per annum
: SA Naval College, Gordon's Bay
: Appropriate Trade Test Certificate. Valid driver's license (Civilian Code B). Special requirements: Ability to write and speak English. Must be computer literate. Knowledge of maintenance and installation of appliances and electrical and communications equipment. Knowledge of Occupational Health and Safety Act. Problem solving skills. Planning and organising skills. Knowledge of legal compliance.

DUTIES : Checking maintenance and spares required on maintenance card. Carry out repairs as stipulated on maintenance card. Performing daily checks on equipment by means of switching and testing drills. Signing off and returning completed maintenance card to Technical Clerk for record keeping. Survey electrical repairs completed by private companies. Informing Technical Clerk on specifications required for electrical repairs that need to be outsourced. Carry out work on job cards received from Technical Clerks. Stripping equipment for repairs. Ordering of spares, materials and equipment. Conforming to OHASA safety standards.

ENQUIRIES APPLICATIONS NOTE : Warrant Officer Class 1 L.I. Grendeling Tel No: 021 856 9515/9549
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
: Statutory requirements apply (Appropriate Trade Test).

POST 02/49 : **ARTISAN (PRODUCTION) GRADE A (SURV EQUIP WORKSHOP: SURV EQUIP FITTER) REF NO: NAVAL/01/22/34**

SALARY : R193 512 – R214 770 per annum
CENTRE : Naval Stores Depot Wingfield, Goodwood
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license (Civilian Code B). Special requirements: Ability to write and speak English. Must be computer literate. Knowledge about stores procedures. Knowledge about Survival Equipment. Good communication skills. Problem solving skills. Knowledge of legal compliance.

DUTIES : Carry out minor repairs and services to Survival Equipment. Open and unpack all types of life rafts. Pack all types of life rafts. Refurbish and test Hydrostatic releases. Seal life raft containers. Ensure the correct stores corresponds to the job cards and that the quantity of stores corresponds to the IV's. Ensure the stores are packed in the correct demarked areas. Conform to OHASA safety standards.

ENQUIRIES : Ms M. Louw, Tel No: 021 597 5340
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test).

POST 02/50 : **ARTISAN PRODUCTION GRADE A (TYPE AND MAKE UP: TYPESETTER) REF NO: NAVAL/01/22/35**

SALARY : R193 512 – R214 770 per annum, (OSD)
CENTRE : SAN Publications Unit, Simon's Town
REQUIREMENTS : Appropriate Trade Certificate. Valid driver's license (Civilian Code B). Special requirements: Typesetter / Prepress in the Printing Industry experience would be an advantage. Computer Literacy Skills. Communication skills. Ability to take work from concept through to repro. Knowledge of commercialised printing and printing processes. Advanced typing skills. Ability to communicate (written and verbal) in English at all levels and compile documentation. Creativity (planning, organizing and problem solving skills). Knowledge of computer to plate is essential. Knowledge of typesetting. Knowledge of design and layout. Knowledge of all types of commercial printing programmes used for designing and typesetting will be advantageous. Knowledge of safety standards. Knowledge of Scanning. Ability to read technical drawings. Knowledge of legal compliance. Technical analysis knowledge.

DUTIES : Typeset original manuscript for proof-reading. Typeset author's changes or corrections. Design and layout of manuscript.ds. Make-Up and screen typeset matter to printing in accordance with the customer requirements. Scan necessary documents. Adhering to all safety and quality regulations. Ability and willingness to conduct technical training to learners.

ENQUIRIES : WO1 Y.R. Nongauza Tel No: 021 787 4134
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
NOTE : Statutory requirements apply (Appropriate Trade Test) Must be medically fit and be able to work long hours standing in printing factory. Ability to obtain military driver's license.

POST 02/51 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/41**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Exposure to administration in a media environment will be an advantage. Knowledge of relevant Public Service Regulations. Proficiency in MS Office packages will be an advantage. Ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, problem-solving and decision-making skills. Strong interpersonal skills and customer care. Teamwork and flexibility. Planning and organisational skills.

DUTIES : Administrating the development of the yearly Operational Plan. Undertaking Leave and Activity Plan administration. Administrating office information requirements. Assisting in coordinating ad-hoc requirements. Administrating office security requirements. Administrate telephone accounts (line communication officer). Undertaking office Distribution Account and Supply Support requirements

administration. Administrating leave, attendance and regulating systems. Administrating files and correspondence. Controlling the operation of photocopying, facsimile, shredding machines and centralised printers. Undertaking general office administration. Administrating the DOD performance measurement system requirements.

ENQUIRIES : Capt (SAN) V.V. Ngxito Tel No: 021 787 5066
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/52 : **ADMINISTRATION CLERK (PRODUCTION) (DIRECTOR FLEET QUALITY ASSURANCE: REF NO: NAVAL/01/22/42)**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, Director Fleet Quality Assurance, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in administration, gathering data and surveys will be an advantage. Knowledge of basic HR matters. Computer literacy, proficiency in MS Office packages would be an advantage. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of regulating procedures, policies and exposure to general office administration. Excellent interpersonal relations skills. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as a part of a team. Good office practice.

DUTIES : Gathering and processing statistical data. Rendering an auxiliary general administration service on behalf of the section. Facilitation of morale and other surveys on behalf of Inspector General Navy. Maintaining files and back-up records of Quality Management Advisory Services (QMAS). Administration of general security in work place.

ENQUIRIES : Cdr R. Kalicharan, Tel No: 021 787 4324
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/53 : **ADMINISTRATION CLERK: PRODUCTION (OFFICE ADM SUPP CLERK) REF NO: NAVAL/01/22/43**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ: Fleet Logistics Division, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure to the administration and procurement environment would be an advantage. Proficiency in MS Office will be an advantage. Proven ability to communicate effectively (written & verbal) in English at all levels. Strong organising, planning and interpersonal skills. Problem solving and analytical skills. Knowledge of general office administration. Knowledge of telephone accounts administration. Knowledge of Human Resource administration.

DUTIES : Administering the work unit's stores and infrastructure requirements. Administering telephone accounts. Administering leave and attendance systems. Administering files and correspondence. Administering the work unit's internal information system. Undertaking general office administration. Administering Human Resource administration requirements. Controlling the operation of photocopying, facsimile, shredding machines and centralised printers. Administering the work unit's security requirements. Assisting with the implementation of DOD Performance Measurement System

ENQUIRIES : N.J Ntshalintshali Tel No: 021 787 5261
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/54 : **ADMINISTRATION CLERK (PRODUCTION) (REGULATING CLERK) REF NO: NAVAL/01/22/44**

SALARY : R176 310 per annum (Level 05)
CENTRE : Naval Base Durban, Durban
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in victualing services, bus and fight bookings and procedures will be an advantage. Computer literacy, proficiency in MS Office packages would be an advantage. Planning and organisational skills.

Good communication skills (verbal and written) at all levels in English. Knowledge of regulating procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills (written and verbal) in English at all levels. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as a part of a team. Good office practice.

DUTIES : Perform a variety of administration duties, such as determining victualing requirements, updating victualing register. Compiling the unit schedule list for the payment of personnel. Capturing the booking of personnel for internal SANDF flights. Manage the office computer, telephone and internet facilities.

ENQUIRIES : Cdr D.A. Mothoa Tel No: 031 4606234

APPLICATIONS : Lt Cdr S.K. Sibiya, Naval Base Durban, Private Bag X1, Bluff, 4036

POST 02/55 : **ADMINISTRATION CLERK (PRODUCTION) (JOB CONTROL CENTRE) REF NO: NAVAL/01/22/45**

SALARY : R176 310 per annum (Level 05)
CENTRE : Naval Base Simon's Town: Facilities Division, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10). Special requirements: No previous experience required. Basic Computer Skills. Working knowledge of Microsoft Office Suite will be an advantage. Working Knowledge of Office Administration Practices. Knowledge of Logistics environment. Ability to communicate effectively (written and verbal) in English. Planning, organising and problem solving skills in administrative environment. Interpersonal relations skills. Telephone etiquette. Ability to prioritise tasks.

DUTIES : Manning of job control centre for day-to-day emergency maintenance. Receive and process service calls. Monitor and feedback corrective actions. Stock control and correct handling of various commodities.

ENQUIRIES : Capt (SAN) K.M Patrick Tel No: 021 787 3075

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/56 : **PERSONNEL OFFICIAL PRODUCTION (STAFFING: PERSONNEL CLERK) REF NO: NAVAL/01/22/46**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, Staffing Section, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Appropriate Knowledge in the Human Resources (HR) environment would be an advantage. Knowledge of Public Service / SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Knowledge of data base maintenance. Proficiency in MS Office packages particularly MS Excel, MS Access and MS Word. Ability to communicate effectively in English at all levels (written & verbal). Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : Maintaining a HR Personnel access data base. Providing management information by extracting queries from personnel data base. Maintaining records and update amendments. Maintaining a career development data base (default list). Ensuring all members staffed in a senior post are placed on default list. Coordinating dates in post and functional and military qualification dates to facilitate completion of promotion schedule. Providing an administrative support service. Assisting the section with typing and creation of documents. Rendering support to the development of various queries from personnel data base. Maintaining an internal filing system regarding staffing promotions and course qualification signals.

ENQUIRIES : CPO S. Didi Tel No: 021 787 5029

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Town, 7995

POST 02/57 : **PERSONNEL OFFICIAL PRODUCTION (STAFFING PERS CLERK) REF NO: NAVAL/01/22/47**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, Staffing Section, Simon's Town

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Appropriate Knowledge in the Human Resources (HR) environment would be an advantage. Knowledge of Public Service / SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Knowledge of data base maintenance. Proficiency in MS Office packages particularly MS Excel, MS Access and MS Word. Ability to communicate effectively in English at all levels (written & verbal). Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : Maintaining a HR Personnel access data base. Providing management information by extracting queries from personnel data base. Maintaining records and update amendments. Maintaining a career development data base (default list). Ensuring all members staffed in a senior post are placed on default list. Coordinating dates in post and functional and military qualification dates to facilitate completion of promotion schedule. Providing an administrative support service. Assisting the section with typing and creation of documents. Rendering support to the development of various queries from personnel data base. Maintaining an internal filing system regarding staffing promotions and course qualification signals.

ENQUIRIES : CPO S. Didi Tel No: 021 787 5029
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 02/58 : **PERSONNEL OFFICIAL PRODUCTION (HR SUPPORT: REMUNERATION ADMINISTRATION) REF NO: NAVAL/01/22/48**

SALARY CENTRE : R176 310 per annum (Level 05)
 : Naval Base Simon's Town, Human Resource Administration Support Division, Simon's Town

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Appropriate Knowledge in the Human Resources (HR) environment would be an advantage. Knowledge of Public Service / SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office packages will be advantageous, particularly MS Excel and MS Word. Applicants will be required to communicate effectively in English at all levels (written & verbal). Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : Assisting in administration of departmental allowances such as overtime; standby; danger; deprivation; circumstantial; commuted and acting allowance. Administering disciplinary actions; change of bank particulars; the Automated Clearance Bureau (ACB) name list; pay query investigation; IRP5's; institution and suspension of parking stop orders; mess fess and ships fund; institution of Magistrate's court orders; Navy fund deductions.

ENQUIRIES : Warrant Officer Class 2 L.F. Esterhuizen Tel No: 021 787 3322
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 02/59 : **PERSONNEL OFFICIAL PRODUCTION (HR ADMIN SUPPORT CLERK) REF NO: NAVAL/01/22/49**

SALARY CENTRE : R176 310 per annum (Level 05)
 : SA Naval Armament Depot, Simon's Town

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Appropriate Knowledge in the Human Resources (HR) environment would be an advantage. Knowledge of Public Service / SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office packages will be advantageous, particularly MS Excel and MS Word. Applicants will be required to communicate effectively in English at all levels (written & verbal). Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : The providing of Leave Administration Services, Inland Accommodation Expenditure Services, Housing Services, administration of Course Nominations, administration of Transfer Requests, administration of Performance Assessments and Incentives, administration of Grievance Submissions, administration of Contract Renewals

ENQUIRIES : CPO T.A. Monaledi Tel No: 073 243 8808

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

POST 02/60 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) (UNIVERSAL ITEMS: PROV ADMIN CLERK) REF NO: NAVAL/01/22/50**

SALARY CENTRE : R176 310 per annum (Level 05)
: Fleet Command HQ, General Commodities and Services (GENCOM), Simon's Town

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in stores warehousing, administration and management of universal items and material environment will be an advantage. Proficiency in MS Office packages will be an advantage. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Knowledge of petty cash administration will be an advantage.

DUTIES : Processing of Provisioning Advice prints for general commodities. Managing Inventory allowances for FSE's. Petty cash administration for General Commodities. Processing of Stores Notifications for changes to Inventory for General Commodities. Processing of Creating Item Accounts for General Commodities. Rendering of a New Item Requirement (NPN) Function. Assisting in compilation of packages relative to management of Universal Stock levels at Depot. Interact with Depot staff to manage the receipt of product and the closure of outstanding orders not delivered against financial obligations. Management of all stores documentation, ensure proper control with all tasks being completed within framework of laid down policies and procedures. Ensure all electronic documentation is backed up regularly and registers are maintained accurately.

ENQUIRIES APPLICATIONS : Lt O.M.P. Poo Tel No: 021 787 5714
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/61 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) (RATIONS: COMMODITY CLERK) REF NO: NAVAL/01/22/51**

SALARY CENTRE : R176 310 per annum (Level 05)
: Fleet Command HQ, General Items / Rations (GENCOM), Simon's Town

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in stores provisioning administration will be an advantage. Proficiency in MS Office packages. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently.

DUTIES : Conducting inventory control, initiating and monitoring procurement actions for rations. Establishing and maintaining rations in accordance with operational support base line. Assisting with controlling the scale of issue of rations and authorisation of ration issue. Monitoring the ration supply system performance. Provisioning of an effective inventory control service. Consolidating no registered tasks and shopping list requirements. Generating unconfirmed Provisioning Advice (PA) for items on OSIS. Registering and place non-linked internal confirmed PA's on OSIS as required. Confirming unconfirmed PA on OSIS and print confirmed PA. Performing ration classification and draw up ration menu templates on OSIS. Managing ration scale of issue via OSIS. Maintaining stock levels and ledgers. Assisting in compiling of procurement ration packages. Confirm stock availability of stock at depot. Interacting with Depot staff to manage the receipt of product and the closure of outstanding orders not delivered against financial obligations. Management of all stores documentation, ensure proper control with all tasks being completed within framework of laid down policies and procedures. Ensuring all electronic documentation is backed up regularly and registers are maintained accurately.

ENQUIRIES APPLICATIONS : WO1 M. Keagile Tel No: 021 787 5722
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/62 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION (CLOTHING PROV ADMIN CLERK) REF NO: NAVAL/01/22/52**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, General Items / Clothing (GENCOM), Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in stores warehousing administration, in the Detail clothing and material environment will be an advantage. Proficiency in MS Office package will be an advantage. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently.

DUTIES : Assisting in compilation of packages relative to management of clothing stock levels at Depot and Clothing Stores. Assisting in ensuring the availability of up to date clothing. Assisting in replenishment requirements for clothing. Assisting in managing specifications and up to date price listing for clothing. Liaising with staff at Depot and Units to determine requirements for product management. Interacting with Procurement entities in submission of and management of requirements submitted. Engaging with National Treasury and Civilian suppliers of material related to the design and specifications of products required. Interacting with Depot staff to manage the receipt of product and the closure of outstanding orders not delivered against financial obligations. Management of all stores documentation, ensure proper control with all tasks being completed within framework of laid down policies and procedures. Ensuring all electronic documentation is backed up regularly and registers are maintained accurately.

ENQUIRIES : WO1 R. Singh Tel No: 021 787 5458
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/63 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION (SCHEDULING DATA CAPTURER) REF NO: NAVAL/01/22/53**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ: Fleet Logistics Division, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure to the procurement and provisioning environment would be an advantage. Proficiency in MS Office will be an advantage. Proven ability to communicate effectively (written & verbal) in English at all levels. Strong organising, planning and interpersonal skills. Problem solving and analytical skills. Knowledge of stores administration. Knowledge of petty cash administration. Knowledge of health and safety.

DUTIES : Ordering domestic store requirement. Administer petty cash requirements. Conducting Occupational Health and Safety activities. Managing the System Support Centre Distribution Account.

ENQUIRIES : Capt (SAN) N.J. Ntshalintshali Tel No: 021 787-5261
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/64 : **REGISTRY CLERK (PRODUCTION) (PERSONNEL FILE REGISTRY CLERK) REF NO: NAVAL/01/22/54**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however, experience in Registry filing and procedures will be an advantage. Courses in Registry will be an advantage. Good organising and interpersonal skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Proficiency in MS Office suite will be an advantage. Working knowledge and understanding of legislative framework. Knowledge of storage and retrieval procedures into the working environment.

DUTIES : Administering incoming mail, ensure that incoming mail and annexures are dated-stamped. Record documents received in incoming mail. Ensure all enclosures, annexures and appendices referred to in correspondence are attached where relevant. Ensure incoming mail is placed on respective files and distributed daily. Distribute files and ensure files are kept safe and control cards are completed and signed before leaving the registry. Ensure files are only kept by personnel for 72 hours by checking routine cards daily. Dispatching Outgoing Mail, Ensure outgoing mail has the correct file reference, date, signature and security grading on it. Check all relevant documents are attached to outgoing mail. Check whether copies of outgoing mail are placed on correct files with necessary cross-references. Enter outgoing mail in outgoing mail register. Administer Archives. Ensure closed files are stored in archives. Prepare and dispatch files when necessary in terms of revised regulations.

ENQUIRIES APPLICATIONS : Cdr P.S. Mabasa Tel No: 021 787 5149
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/65 : **REGISTRY CLERK (PRODUCTION) (PERS RECORDS) REF NO: NAVAL/01/22/55**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Naval Base Durban, Durban
: NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Computer literacy, proficiency in MS Office packages would be an advantage. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills (written and verbal) in English at all levels. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as a part of a team. Good office practice. A valid driver's license and the ability to obtain a military driver's license will be an advantage.

DUTIES : Perform a variety of administration duties, such as opening of mail and distribution of files, maintenance of various registers in accordance with the file plan. The receiving, filing, dispatching and distribution of outgoing restricted and confidential correspondence. Manage the office computer and telephone.

ENQUIRIES APPLICATIONS : Cdr D.A. Mothoa Tel No: 031 4606234
: Lt Cdr S.K. Sibiyi, Naval Base Durban, Private Bag X1, Bluff, 4036

POST 02/66 : **REGISTRY CLERK (PRODUCTION) REF NO: NAVAL/01/22/56**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Naval Base Durban, Durban
: NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Computer literacy, proficiency in MS Office packages. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills (written and verbal) in English at all levels. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as a part of a team. Good office practice. A valid driver's license and the ability to obtain a military driver' license will be an advantage.

DUTIES : Perform a variety of administration duties, such as opening of mail and distribution of files, maintenance of various registers in accordance with the file plan. The receiving, filing, dispatching and distribution of outgoing restricted and confidential correspondence. Manage the office computer, telephone and franking machine.

ENQUIRIES APPLICATIONS : Cdr D.A. Mothoa Tel No: 031 4606234
: Lt Cdr S.K. Sibiyi, Naval Base Durban, Private Bag X1, Bluff, 4036

POST 02/67 : **REGISTRY CLERK (PRODUCTION) REF NO: NAVAL/01/22/57 (X5 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Immortelle, Pretoria
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of legislative framework. Knowledge of storage and retrieval procedures into the working environment. Knowledge of storage and retrieval procedures. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Proficiency in MS Office suite will be an advantage.

DUTIES : Receiving, dispatching and filing of outgoing restricted confidential mail. Receiving, dispatching and filing of incoming restricted and confidential mail. Creating, maintaining, safekeeping and archiving of files. Providing registry counter service. Processing documents for archiving and disposal. Operating office machinery in relation to the registry function. Rendering effective filing and record management service. To ensure effective and efficient postal service. Complete index cards for all files.

ENQUIRIES : Lt Cdr S.T. Njie Tel No: 012 339 4148
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/68 : **REGISTRY CLERK (PRODUCTION) (PERSONNEL RECORDS CLERK) REF NO: NAVAL/01/22/58**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Saldanha, Saldanha
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in registry filing and procedures will be an advantage. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of legislative framework. Knowledge of storage and retrieval procedures into the working environment.

DUTIES : Receiving, dispatching and filing of outgoing restricted confidential mail. Receiving, dispatching and filing of incoming restricted and confidential mail. Creating, maintaining, safekeeping and archiving of files. Providing registry counter service. Processing documents for archiving and disposal. Operating office machinery in relation to the registry function. Rendering effective filing and record management service. To ensure effective and efficient postal service.

ENQUIRIES : Mr R.R. Arends Tel No: 022 702 3636
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/69 : **SECRETARY REF NO: NAVAL/01/22/59**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge of secretarial / PA functions. Ability to communicate effectively (verbally and written) in English. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of MS Office will be an advantage. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning Organising and Problem solving skills. Telephone etiquette and excellent Typing skills.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order

stationary through relevant sections and clear the Manager's desk daily. Providing a reception, communication and co-ordination service. Providing an office security service.

ENQUIRIES : Capt (SAN) R.B. Dulamo Tel No: 021 787 3917
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/70 : **SECRETARY REF NO: NAVAL/01/22/60**

SALARY : R176 310 per annum (Level 05)
CENTRE : Fleet Command HQ: FHRD, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of MS Office will be an advantage. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning Organising and Problem solving skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Undertaking secretarial functions that include keeping and updating the Director's diary on daily basis, as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Director, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Providing a reception, communication and co-ordination service. Receive visitors. Manage the telephone facility by screening all in-coming calls. Undertaking office administration duties, such as Accept and record all files routed to the Director and ensure timeous return. Accept and sort all in-coming correspondence. Control the stationery requirements. Manage all travel and accommodation arrangements and requirements, including submitting claims for travel and inland expenditure. Maintain an internal filing system of documentation which is readily available for ease of access by Director. Ensure that all classified documents are handled in accordance with their security classification. Providing an office security service.

ENQUIRIES : Captain (SAN) V.V. Ngxito Tel No: 021 787 5066
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/71 : **SECRETARY REF NO: NAVAL/01/22/61**

SALARY : R176 310 per annum (Level 05)
CENTRE : SA Naval College, Gordon's Bay
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of computer packages (Ms Word, Excel and Power Point). Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning Organising and Problem solving skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis, as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, edit guides and manuals, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Providing a reception, communication and co-ordination service. Providing an office security service.

ENQUIRIES : Warrant Officer Class II A.J. Jegels, Tel: 021 856 9508
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/72 : **SECRETARY REF NO: NAVAL/01/22/62**

SALARY : R176 310 per annum (Level 05)

CENTRE REQUIREMENTS : Naval Staff College, Muizenburg
: NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of computer packages (Ms Office Suite). Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning Organising and Problem solving skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis.as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Providing a reception, communication and co-ordination service. Providing an office security service.

ENQUIRIES APPLICATIONS : Cdr E.S. Khwela Tel No: 021 787 2252
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/73 : **SECRETARY REF NO: NAVAL/01/22/63**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: NS Port Elizabeth, Gqerberha
: NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of MS Office will be an advantage. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organising and problem solving skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Providing a reception, communication and co-ordination service. Providing an office security service.

ENQUIRIES APPLICATIONS : Lt Cdr M. Bezuidenhout Tel No: 041 405 1012
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/74 : **SECRETARY REF NO: NAVAL/01/22/64**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Naval Stores Depot Wingfield, Goodwood
: NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Secretarial experience will be an advantage. Ability to organize and manage the Officer Commanding's appointments and travel arrangements. Co-ordination and good interpersonal skills. Ability to handle conflict. Problem solving skills. Communication skills (written en verbal) in English at all levels. Knowledge of general office administration. Ability to operate an efficient and organized office. Computer literate in MS Office will be an advantage.

DUTIES : Provide secretarial and office administrative support services to the Officer Commanding. Manage mail, faxes, Confidential and Restricted files and other documents. Maintain an effective filing and document tracking system. Manage the Officer Commanding's diary (electronic and paper) and maintain appropriate schedule for appointments. Make and confirm travel/accommodation arrangements. Co-ordinate meetings, workshops and conferences. Receive

visitors, handle enquiries and liaise with clients and other stakeholders. Type routine notes, memorandums, letters and reports on behalf of the Officer Commanding. Manage the unit's event calendar. Compile, manage and distribute agenda's and minutes for the Officer Commanding's meeting. Keep up to date on the relevant official prescripts/policies and procedures that apply in order to ensure efficient and effective support.

ENQUIRIES : Ms M. Louw Tel No: 021 597 5340
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/75 : **SECRETARY REF NO: NAVAL/01/22/65**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAN Publications Unit, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of MS Office will be an advantage. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organising and problem solving skills. Telephone etiquette and excellent typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Providing a reception, communication and co-ordination service. Providing an office security service.

ENQUIRIES : Cdr N.V. Stephans Tel No: 021 787 3013
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/76 : **SECRETARY REF NO: NAVAL/01/22/66**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Simonsberg, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however applicable secretarial experience would be an advantage. Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide a Personal Assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the Manager. Planning, organizing and problem-solving skills in an administrative environment. Telephone etiquette. Computer literacy (MS Office Suite). Co-ordination and strong interpersonal skills. Typing skills. Communication skills (written and verbal).

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary and arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties including accepting files and documents, removing outgoing letters and files from the Manager's desk daily. Providing a reception, communication and co-ordination service. Providing an office security service.

ENQUIRIES : Capt (SAN) J.G. Rustin-Patrick Tel No: (021) 787 5507
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/77 : **SECRETARY REF NO: NAVAL/01/22/67**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Saldanha, Saldanha

REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Knowledge of computer packages (Ms Word, Excel and Power Point). Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organising and problem solving skills. Telephone etiquette and excellent typing skills. Ability to communicate effectively (verbally and written) in English.

DUTIES : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing incoming and outgoing calls and maintain a telephone register. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Providing a reception, communication and co-ordination service. Keeping record of all incoming and outgoing documentation. Providing an office security service.

ENQUIRIES : Mr R. R. Arends, Tel: 022 702 3636
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/78 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/68**

SALARY : R176 310 per annum (Level 05)
CENTRE : Naval Base Simon's Town, Base Supply Organisation, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in quotation receipt administration will be an advantage. Knowledge of the procurement system. Proficiency in MS Office package (Outlook and Excel). Courses done in Depot Inventory Management System (e.g. OSIS) will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates.

DUTIES : Administrating the receipt of quotations. Administering receipts after closing date.
ENQUIRIES : Lt Cdr J.C. Manell Tel No: 021 787 5238
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/79 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/69**

SALARY : R176 310 per annum (Level 05)
CENTRE : Naval Base Simon's Town, Base Supply Organisation, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in quotation evaluation administration will be an advantage. Knowledge of the procurement system. Proficiency in MS Office package (Outlook and Excel). Courses done in Depot Inventory Management System (e.g. OSIS) will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates.

DUTIES : Ensuring completeness and correctness of quotations received. Verifying, investigating and evaluating quotations. Conducting adjudication administration.
ENQUIRIES : Lt Cdr J.C. Manell, Tel: 021 787 5238
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/80 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/70**

SALARY : R176 310 per annum (Level 05)

CENTRE REQUIREMENTS : Naval Base Simon's Town, Base Supply Organisation, Simon's Town
: NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in administration of Government Orders will be an advantage. Knowledge of the procurement system. Proficiency in MS Office package (Outlook and Excel). Courses done in Depot Inventory Management System (e.g. OSIS) will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates.

DUTIES : Administrating the distribution of Government Orders. Ensuring correctness of Government order information. Distributing copies of Government orders to relevant role players. Obtaining item specifications from Specifications department.

ENQUIRIES APPLICATIONS : Lt Cdr J.C. Manell, Tel: 021 787 5238
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/81 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/71**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Naval Base Simon's Town, Base Supply Organisation, Simon's Town
: NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in Government order administration will be an advantage. Knowledge of the procurement system. Knowledge of conducting payment administration. Proficiency in MS Office package (Outlook and Excel). Courses done in Depot Inventory Management System (e.g. OSIS) will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates.

DUTIES : Ensuring prompt receipt of ordered items and services provided. Consolidating Government order, receipt voucher, invoice and payment. Administration of non-performance of suppliers.

ENQUIRIES APPLICATIONS : Lt Cdr J.C. Manell Tel No: 021 787 5238
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/82 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/72**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Naval Base Simon's Town, Base Supply Organisation, Simon's Town
: NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however exposure in quotation receipt administration will be an advantage. Knowledge of the procurement system. Proficiency in MS Office package (Outlook and Excel). Courses done in Depot Inventory Management System (e.g. OSIS) will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates.

DUTIES : Maintaining transversal, corporate and regional procurement contracts. Administration of procurement through contracts. Administration of non-compliance/poor performance of suppliers/contractors.

ENQUIRIES APPLICATIONS : Lt Cdr J.C. Manell, Tel: 021 787 5238
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/83 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/73**

SALARY CENTRE : R176 310 per annum (Level 05)
: Naval Base Simon's Town, Simon's Town

- REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required, however applicable administration exposure in an office environment would be an advantage. Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Knowledge of petty cash administration. Planning, organizing and problem-solving skills in an administrative environment. Computer literacy (MS Office Suite). Co-ordination and strong interpersonal skills. Typing skills. Communication skills (written and verbal).
- DUTIES** : Undertaking general office administration. Adminstrating the development of a yearly operational plan. Undertaking leave and activity plan administration. Adminstrating office information requirements. Assisting in coordinating ad-hoc requirements. Administration of office security. Administering telephone accounts. Undertaking office distribution account and supply support requirements. Undertaking office staff administration. Undertaking office building infrastructure requirements. Administration of leave, attendance and regulating systems. Administration of files and correspondence. Controlling the operation of photocopying, facsimile, shredding machines and printers. Administration of the DOD performance measurement system requirements.
- ENQUIRIES** :
APPLICATIONS : Capt (SAN) J.G. Rustin-Patrick Tel No: 021 787 4485
 Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
- POST 02/84** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/74**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : SAS WINGFIELD, Wingfield Military Base, Goodwood
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Ability to communicate effectively (verbally and written) in English. Interpersonal and organising skills. ETD Administration Experience. Computer literacy in MS Office will be an advantage. Statistical processing skills and information gathering skills. Proficient in MILQUAL will be advantageous.
- DUTIES** : The post incumbent will be required to provide a support service to the Training Support Co-Ordinator. The post incumbent will be responsible to execute the functions of the learners to outside learning institutions. Ensure that all learners' particulars are kept up to date and amend information on MS Excel Database. Administer the classing up of learners internally and at external institutions. Execute tasks linked to the learner evaluation processes and progress boards. Collect and update learner results and certificates and update on MS Excel database. Execute basic building management tasks. Professional disposition towards external providers.
- ENQUIRIES** : Mrs L. Liebenberg Tel No: 021 590 2668
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
- POST 02/85** : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/01/22/75**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : SAS Immortelle, Pretoria.
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) No experience required, however, exposure in HR environment would be an advantage. Knowledge of Public Service/SANDF HR and finance framework and relevant admin procedures, including norms and standards. Knowledge of planning and statistics. Proficiency in MS Office packages would be an advantage. Proven ability to communicate effectively (written & verbal) in English at all levels. Analytical thinking, policy interpretation, problem-solving and decision-making skills. Strong interpersonal skills.
- DUTIES** : Performance of HR Maintenance related tasks on the PERSOL system comprising Leave administration, Medical administration, Performance Management Development System administration, Honors and Awards administration, Housing administration, Inland, Accommodation and Expenditure administration and Remuneration administration and Termination of Service administration. Moreover, the post incumbent will be required to perform office related tasks, which include proper handling of correspondence (receiving and dispatching)
- ENQUIRIES** : Lt Cdr S.T. Ntjie Tel No: 012 339 4148

APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/86 : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/01/22/76**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Immortelle, Pretoria
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) No experience required, however, exposure in HR environment would be an advantage. Knowledge of Public Service/SANDF HR and finance framework and relevant admin procedures, including norms and standards. Knowledge of data integrity and management information reports. Knowledge of PERSOL administration. Knowledge of planning and statistics. Proficiency in MS Office packages. Proven ability to communicate effectively (written & verbal) in English at all levels. Analytical thinking, policy interpretation, problem-solving and decision-making skills. Strong interpersonal skills.

DUTIES : Providing PERSOL access control by registering all PERSOL operators and maintaining their records. Ensuring the provisioning of SANDF identity cards. Providing a data management and monitoring function. Providing system support to all PERSOL users. Submission of action requests to SITA. Providing in-post training to PERSOL users. Compiling focus reports in order to provide HR management information to clients.

ENQUIRIES : Lt Cdr S.T. Ntjie, Tel: 012 339 4148
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/87 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/77**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Immortelle, Pretoria
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10). Special Requirements: No experience required, however, exposure in vehicle administrative environment would be an advantage. Planning and organising skills. Interpersonal relations skills. Proficiency in MS Office suite will be an advantage. Knowledge of general admin procedures. Knowledge of the administration procedure with regards to Vehicle Requisitions. Knowledge of OSIS will be an advantage. Ability to communicate effectively (written and verbal) in English at all levels.

DUTIES : Administration of vehicle hire, bus hire and long distance trip and convey administration. Administer vehicle returns. Administration of Vehicle Trip Authorities (Pool Vehicles) and the administration of the Renewals of Trip Authorities for allocated vehicles. Administration with regards to Vehicle Returns. Verify availability of funds. Conduct vehicle observation inspection and administration. Liaising with Naval personnel and Units with regards to vehicles. Compiling correspondence to units. Organising of Government Garage vehicles.

ENQUIRIES : Lt Cdr S.T. Ntjie Tel No: 012 339 4148
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/88 : **REGISTRY CLERK (PRODUCTION) REF NO: NAVAL/01/22/78**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Simonsberg, Simon's Town
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10) Special requirements: No previous experience required. Knowledge / exposure in Registry Filing and procedures will be an advantage. Courses completed in Registry will be an advantage. Good organising and interpersonal skills.

DUTIES : Administering incoming mail, ensure that incoming mail and annexures are dated-stamped. Record documents received in incoming mail. Ensure all enclosures, annexures and appendices referred to in correspondence are attached where relevant. Ensure incoming mail is placed on respective files and distributed daily. Distribute files and ensure files are kept safe and control cards are completed and signed before leaving the registry. Ensure files are only kept by personnel for 72

hours by checking routine cards daily. Dispatching Outgoing Mail, Ensure outgoing mail has the correct file reference, date, signature and security grading on it. Check all relevant documents are attached to outgoing mail. Check whether copies of outgoing mail are placed on correct files with necessary cross-references. Enter outgoing mail in outgoing mail register. Administer Archives. Ensure closed files are stored in archives. Prepare and dispatch files when necessary in terms of revised regulations.

ENQUIRIES : S Lt N. Nkushubana Tel No: 021 787 5579
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

POST 02/89 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/01/22/79**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Immortelle, Pretoria
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10). Special Requirements: No experience required, however, exposure in vehicle administrative environment would be an advantage. Planning and organising skills. Interpersonal relations skills. Proficiency in MS Office suite will be an advantage. Knowledge of general admin procedures. Knowledge of the administration procedure with regards to Vehicle Requisitions. Knowledge of OSIS will be an advantage. Ability to communicate effectively (written and verbal) in English at all levels.

DUTIES : Administration of vehicle hire, bus hire and long distance trip and convey administration. Administer vehicle returns. Administration of Vehicle Trip Authorities (Pool Vehicles) and the administration of the Renewals of Trip Authorities for allocated vehicles. Administration with regards to Vehicle Returns. Verify availability of funds. Conduct vehicle observation inspection and administration. Liaising with Naval personnel and Units with regards to vehicles. Compiling correspondence to units. Organising of Government Garage vehicles.

ENQUIRIES : Lt (SAN) K.V. Mokutshoane Tel No: 012 339 4474
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/90 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION (ACCOMMODATION ADMIN CLERK) REF NO: NAVAL/01/22/80 (X2 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAS Immortelle, Naval Mess, Pretoria
REQUIREMENTS : NQF Level 4 (Grade 12 / Standard 10). Special Requirements: No experience required, however, exposure in catering environment and in domestic service administration would be an advantage. Knowledge of domestic service processes and procedures. Planning and organising skills. Interpersonal relations skills. Proficiency in MS Office suite, particularly MS Excel will be an advantage. Knowledge of general admin procedures. Ability to communicate effectively (written and verbal) in English at all levels.

DUTIES : Supervising the provision of bar services and function hosting tasks. Supervising shift personnel and all dining hall requirements. Undertaking the administration of accommodation and mess accounts. Assisting in monitoring mess cleanliness.

ENQUIRIES : Lt (SAN) S. Tlemo, Tel: 012 339 5850
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/91 : **HOUSEKEEPING SUPERVISOR REF NO: NAVAL/01/22/81 (X2 POSTS)**

SALARY : R124 434 per annum (Level 03)
CENTRE : SAS Immortelle, Naval Mess, Pretoria
REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special Requirements: Experience in a domestic cleaning and laundry environment would be an advantage. Knowledge of domestic services, processes and procedures. Leadership and Supervisory skills. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level

of complexity in operating it. Ability to lead a team. Ability to operate cleaning machines and equipment. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Strong interpersonal skills to interact with clients.

DUTIES : Organising the daily domestic cleaning routine. Monitoring the execution of domestic cleaning and laundry routines. Conducting first-line supervisory personnel management.

ENQUIRIES : Lt (SAN) S. Tlemo Tel No: 012 339 5850

APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/92 : **CLEANER REF NO: NAVAL/01/22/82 (X4 POSTS)**

SALARY : R104 073 per annum (Level 02)

CENTRE : Naval Base Durban, Durban

REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special requirements: No previous experience required. The ability to communicate in English will be an advantage. Must be medically and physically fit. Ability to operator the following equipment: polisher, vacuum cleaner and high pressure cleaner, and have basic knowledge of chemicals, cleaning experience. Good interpersonal and organising skills.

DUTIES : Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Providing a domestic and hygiene cleaning service. Observing OHASA regulations.

ENQUIRIES : Cdr D.A. Mothoa Tel No: 031 4606234

APPLICATIONS : Lt Cdr S.K. Sibiya, Naval Base Durban, Private Bag X1, Bluff, 4036

POST 02/93 : **CLEANER REF NO: NAVAL/01/22/83**

SALARY : R104 073 per annum (Level 02)

CENTRE : SAS Immortelle, Pretoria.

REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special Requirements: No experience required, however, exposure in a cleaning environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Analytical thinking to ensure safety and good care of vehicles. Strong interpersonal skills to interact with clients who bring vehicles for washing.

DUTIES : Wash and dry vehicle. Vacuum Vehicle. Clean the wash bay and store cleaning materials safely.

ENQUIRIES : Lt (SAN) K.V. Mokhutshoane Tel No: (012) 339-4474

APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/94 : **GROUNDSMAN REF NO: NAVAL/01/22/84 (X2 POSTS)**

SALARY : R104 073 per annum (Level 02)

CENTRE : SAS Immortelle (Naval Mess) Pretoria

REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special Requirements: No experience required, however, exposure to the gardening environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety requirements. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team. Ability to prioritise and organise work.

DUTIES : Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking

lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects.

ENQUIRIES : Lt Cdr N.P. Mothapo, Tel 012 339 4198
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/95 : **FOOD SERVICES AID REF NO: NAVAL/01/22/85 (X5 POSTS)**

SALARY : R104 073 per annum (Level 02)
CENTRE : SAS Immortelle, Naval Mess, Pretoria
REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special Requirements: No experience required, however, exposure in a galley cleaning and venue preparation environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Interpersonal skills to interact with clients.

DUTIES : Cleaning of galley and galley equipment. Ensuring that food stores and surroundings of galley are kept clean at all times. Prepare dining halls for all meals.

ENQUIRIES : Lt (SAN) S. Tlomo, Tel: 012 339 5850
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/96 : **HOUSEHOLD AID REF NO: NAVAL/01/22/86 (X10 POSTS)**

SALARY : R104 073 per annum (Level 02)
CENTRE : SAS Immortelle, Naval Mess, Pretoria
REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special Requirements: No experience required, however, exposure in a domestic cleaning and laundry environment would be an advantage. Knowledge of domestic services, processes and procedures. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Interpersonal skills to interact with clients.

DUTIES : Cleaning of single quarters, communal ablutions and other communal areas. Undertake the laundering of linen and clothes.

ENQUIRIES : Lt (SAN) S. Tlomo Tel No: 012 339 5850
APPLICATIONS : Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

POST 02/97 : **LAUNDRY AID REF NO: NAVAL/01/22/87**

SALARY : R104 073 per annum (Level 02)
CENTRE : SAS Immortelle, Naval Mess, Pretoria
REQUIREMENTS : NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7) Special Requirements: No experience required, however, exposure in a domestic cleaning and laundry environment would be an advantage. Knowledge of domestic services, processes and procedures. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually.

DUTIES

Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.
Interpersonal skills to interact with clients.

: Cleaning of single quarters, communal ablutions and other communal areas.
Undertake the laundering of linen and clothes.

ENQUIRIES

: Lt (SAN) S. Tlemo Tel No: 012 339 5850

APPLICATIONS

: Capt P.S. Molokomme, SA Navy Headquarters, Private Bag X104, Pretoria, 0001
or hand delivered to SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	07 February 2022 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. The Department does not accept applications via 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) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

MANAGEMENT ECHELON

<u>POST 02/98</u>	:	<u>DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR 4/22/01/01</u>
<u>SALARY CENTRE</u>	:	R1 057 326 per annum, (all inclusive) Supported Employment Enterprises, Pretoria

- REQUIREMENTS** : A three (3) year degree in (NQF level 7) as recognised by SAQA in Marketing Management/ Business Administration/Management/ Communications. Pre-entry SMS Certificate. Valid Driver's license. Five (5) years Middle/Senior management experience and three (3) years' functional experience in Marketing/business/sale and Stakeholders Management. Knowledge: Business development, Professional Sales, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy Development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Project Management, Time management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.
- DUTIES** : Develop and manage SEE Business Strategy. Develop and Monitor the implementation of SEE Sales and Customer Relationship Strategies. Develop and monitor the implementation of Marketing Strategy. Identify and manage Strategic Alliances and ventures. Provide detailed information on the progress of marketing and sales activities. Manage all the resources of the Directorate.
- ENQUIRIES** : Ms BP Thwala Tel No: 012 843 7419/25
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

OTHER POSTS

- POST 02/99** : **DEPUTY DIRECTOR: RESEARCH POLICY AND PLANNING REF NO: HR4/22/02/01HO**

- SALARY** : R882 042 per annum, (all inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year degree qualification in Social Science with specialization in Sociology/Psychology/Economics/statistics with research. Two (2) management experience. Three years (3) functional experience in conducting research. Knowledge: Labour legislations, Research processes, National Development Plan, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Public Finance Management Act, Corporate governance, Batho Pele Principles, Knowledge of SPSS (related Software e.g. STATA. Skills: Administration and financial management, Communication (verbal and written), Computer literacy, Project management, Strategic management, Analytical, Problem solving, General management, Innovative, Research, Economic analysis, Interpersonal.
- DUTIES** : Manage the execution of research studied on the labour market (Proactive and reactive). Coordinate the process of commissioning research to external service providers. Coordinate and manage research studies conducted internally. Prepare briefing notes, position papers and speeches for the Minister and Senior Management. Manage all resources of the Sub-Directorate including HR, equipment and etc.
- ENQUIRIES** : Mr S Molapo Tel No: (012) 309 4167
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
- NOTE** : NB: All shortlisted candidates will be subjected to a technical competency test that intends to test the relevant technical elements of the post.

- POST 02/100** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/10/01**

- SALARY** : R744 255 per annum, (all inclusive)
- CENTRE** : Provincial Office, Mmabatho
- REQUIREMENTS** : A three (3) year relevant tertiary qualification in Human Resource Management. Valid driver's licence. Three (3) years functional experience in the Human Resources Management Services. Two (2) years management experience. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of

Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs in the Province. Manage the administration of service benefits and leave of staff in the Province.

ENQUIRIES APPLICATIONS : Mr LTA Makapela Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW1@labour.gov.za

POST 02/101 : **ASSISTANT DIRECTOR: BCEA ADMINISTRATION REF NO: HR 4/22/02/02HO**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
: Head Office, Pretoria
: Three (3) year Degree in Labour Relations/ Human Resource Management/ Public Management and Admin/ BCom Management/ Law. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Employment Standards/ Labour Relations. Valid driver's license. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Corporate governance, Public Finance Management Act, Batho Pele principles, Employment Equity Act. Skills: Computer literacy, Verbal and written communication, Management, Conflict Management, Research, Economic analysis, Interpersonal Skills, Problem Solving.

DUTIES : Coordinate the implementation of the Child Labour Programme of Action (CPLA). Coordinate and advocate conditions of employment to protect vulnerable workers. Preview and coordinate exemption applications and consolidate such for the Minimum Wage Commission for recommendation. Manage stakeholder interaction pertaining to all BCEA and NMWA related matters. Supervision of resources of the Section.

ENQUIRIES APPLICATIONS : Ms U Ramabulana Tel No: (012) 309 4046
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za

POST 02/102 : **ASSISTANT DIRECTOR: COID REF NO: HR4/4/10/02**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
: Provincial Office, Mmabatho
: Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act, Employment Equity Act. Public Service Regulations. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service. Risk Management Skills: Leadership, Service delivery innovation. Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment. Communication.

DUTIES : Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolution of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal

		and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES</u>	:	Mr UT Qambata Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW2@labour.gov.za
<u>POST 02/103</u>	:	<u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/10/03</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Provincial Office, Mmabatho
<u>REQUIREMENTS</u>	:	A B Com Law/ LLB Law degree. Admission as an Attorney or Advocate will be added an advantage. 2 years' functional experience in legal or statutory services environment. 2 years' supervisory experience. A Valid driver's licence. Knowledge: Public Service transformation and Management issues. Public Services Act. Ability to convert policy into action. Treasury Regulation. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Accounting systems and Internal Control. Corporate governance. Batho Pele principles. Legislative requirements: Employment Equity Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act (OHS). Compensation for Occupational Injuries Diseases Act. Labour Relations Act. Employment Service Act. Skills: Administration and Financial Management. Strong leadership. Strategic decision-making abilities. Verbal and written communication. Good interpersonal relations. Ability to build high-performance teams. Computer literacy. Project Management. Communication skills.
<u>DUTIES</u>	:	Implement strategies to enforce compliance with COID Legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr S Mogakane Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW3@labour.gov.za
<u>POST 02/104</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/04</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Rustenburg Labour Centre
<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification in Labour Relations/ Human Resource Management. A valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Occupational Health and Safety Act, COIDA, SABS Codes, Employment Equity Act, Immigration Act. Skills: Facilitation Skills. Planning and Organising (own work), Computer literacy, Interpersonal skills, Conflict handling, Negotiation, Problem solving skills, Innovating skills, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely BCEA, LRA, EEA, UIA, COIDA, OHS and UCA. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislations including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations 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. Supervise the resources in the Sub-Section.

**ENQUIRIES
APPLICATIONS**

: Mr UT Qambata Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or
: hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email:
: Jobs-NW4@labour.gov.za

POST 02/105

: **TEAM LEADER REF NO: HR4/4/4/01/01**

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum
: Nigel Labour Centre
: Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM
: LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical
: Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial
: Management/ Auditing/ Accounting. 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 all Labour legislations, namely, Basic Conditions of Employment
: Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA),
: Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and
: Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution
: Act (UCA). Plan and execute investigations independently on reported cases
: pertaining to contravention of labour legislation and enforce as and when
: necessary including making preparations for and appearing in Court as a State
: witness. Plan and conduct allocated proactive (Blitz) inspections regularly to
: monitor compliance with labour legislation including compilation and consolidation
: of reports emanating from such inspections. Plan and conduct advocacy
: campaigns on all labour legislation independently, analyse impact thereof,
: consolidate and compile report. Manage the finalisation of files of cases received
: and investigations conducted by the Inspectors. 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. Ensure that non-compliant employers are referred
: for prosecution within the relevant time frames.

**ENQUIRIES
APPLICATIONS**

: Mr RM Madonsela Tel No: (011) 814 7096.
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand
: delivered at 77 De Korte Street, Braamfontein. Email: Jobs-GP6@labour.gov.za

POST 02/106

: **INSPECTOR REF NO: HR 4/4/10/05**

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum
: Potchefstroom Labour Centre
: A Three (3) years tertiary qualification in Labour Relations/ B-Tech Degree in
: Labour Relations/ LLB. Two (2) years functional experience in Inspection &
: Enforcement Services. A valid driver's licence. Knowledge: Departmental policies
: and procedures, Skills Development Act, Labour Relations Act, Basic Conditions
: of Employment Act, Skills Development Levies Act, Occupational Health and
: Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution
: Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning
: and organising, Computer literacy, Interpersonal skills, Conflict handling skills,
: Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills,
: Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely BCEA; LRA; EEA; UIA; COIDA; OHS and UCA. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level 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 APPLICATIONS : Mr UT Qambata Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION : Sub-directorate: Human Resources Management. Email: Jobs-NW5@labour.gov.za

POST 02/107 : **OHS INSPECTOR REF NO: HR4/4/5/149**

SALARY CENTRE REQUIREMENTS : R321 542.per annum
: Richards Bay Labour Centre: KZN
: Senior certificate plus 3 year recognised qualification in the field, i.e. Chemical Engineering, Chemistry, Occupational Hygiene or Environmental Health. Valid drivers licence. Knowledge: Departmental Policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes—incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Compute Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation, Problem solving skills, Interviewing, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspection 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 case.

ENQUIRIES APPLICATIONS : Mr T Nkosi Tel No: (035) 760 1614
: Deputy Director: Labour Centre Operations: Private Bag X 20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. Email: Jobs-KZN8@labour.gov.za

POST 02/108 : **EMPLOYER SERVICE OFFICER: PES REF NO: HR/4/4/10/06**
(This is a Re-advertisement candidate who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Provincial Office, Mmabatho
: A Three (3) year relevant tertiary qualification in Social Sciences (Psychology)/ Public/ Business Administration. One (1) year functional experience in recruitment services. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Skills Development Skills: Planning and organizing, Communication.

Computer, Analytical. Presentation. Interpersonal. Report Writing. Information Management.

DUTIES : Supervise the provision of administrative support for processing of application for International Cross-Border Labour Migration. Render administrative Support for stakeholder's relations in acquisition of replacement Opportunities. Provide operational and technical support to labour centre for the delivery of effective employer services. Provide administrative support for capacity building of ESSA end users. Coordinate large (provincial) opportunities from key stakeholders and DEL placement services opportunities.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
Sub-directorate: Human Resources Management. Email: Jobs-NW6@labour.gov.za

POST 02/109 : **CLAIMS ASSESSOR (X5 POSTS)**

SALARY CENTRE : R261 372 per annum
Labour Centre: Pretoria Ref No: HR 4/4/07/10 (X3 Posts)
Labour Centre: Vereeniging Ref No: HR 4/4/07/07 (X1 Post)
Labour Centre: Randburg Ref No: HR 4/4/04/11 (X1 Post)

REQUIREMENTS : Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: COIDA, Constitution Act, Public Service Act, Occupational Health and Safety Act (OHS), Promotion of Access to information Act. PFMA and National Treasury Regulations, General knowledge of public service regulations Skills: Planning and Organising. Problem Solving. Analytical. Decision Making. Communication (Written and Verbal, Questioning skills). Required Technical Proficiency, Fund Operating Systems, Data Capturing, Data and Records Management, Telephone skills and Etiquette.

DUTIES : Administer of Claims registration process, Adjudicate registered claims. Quality Assurance for medical accounts payments, Render Administrative duties. Serve as a Team Leader/Supervisor.

ENQUIRIES APPLICATIONS : Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 9133
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
Email:Jobs-GP4@labour.gov.za –Pretoria Labour Centre
Email:Jobs-GP5@labour.gov.za – Vereeniging Labour Centre
Email:Jobs-GP6@labour.gov.za – Randburg Labour Centre

POST 02/110 : **CLAIMS ASSESSOR: COID SERVICES REF NO: HR4/4/5/130**

SALARY CENTRE : R261 372 per annum
Pietermaritzburg Labour Centre: KZN

REQUIREMENTS : Three-year tertiary qualification in Public Management/Public Administration/Social Science/OHS/Finance/HRM. 1-year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Customer Service (Batho Pele Principles). Risk Awareness. COID Tariffs. COIDA. Constitution Act. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund Operating Systems. Data Capturing. Data and records management. Telephone Skills and etiquette. Planning and organising. Analytical thinking. Problem solving and decision making.

DUTIES : Administer of claims registration process. Adjudicate registered customer claims. Quality assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/Supervisor.

ENQUIRIES : Mr JSM September Tel No: (033) 341 5300

APPLICATIONS : Deputy Director: Pietermaritzburg Labour Centre, P/Bag X 9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal. Email: Jobs-KZN5@labour.gov.za

POST 02/111 : **INSPECTOR REF NO: HR 4/4/01/02**

SALARY : R261 372 per annum

CENTRE : Alberton Labour Centre

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. One (1) year functional experience in Inspection and enforcement services. Valid driver's licence. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr LMS Nkutha Tel No: (011) 861 6130

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za

POST 02/112 : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/202**

SALARY : R211 713 per annum

CENTRE : Kariega Labour Centre: Eastern Cape

REQUIREMENTS : Matric/Grade twelve/ Senior Certificate. No experience required. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services, Render Employment Services to all Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act and Employer registration forms for COIDA.

ENQUIRIES : Ms W Koba Tel No: 041 992 4627

APPLICATIONS : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230. Email: Jobs-EC@labour.gov.za

POST 02/113 : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR (X5 POSTS)**
(This is a Re-advertisement candidate who previously applied are encouraged to re-apply)

SALARY : R211 713 per annum

CENTRE : Rustenburg Labour Centre Ref No: HR 4/4/10/07 (X1 Post)
Klerksdorp Labour Centre Ref No: HR 4/4/10/08 (X2 Posts)
Mafikeng Labour Centre Ref No: HR 4/4/10/09 (X2 Posts)

REQUIREMENTS : Three-year tertiary qualification in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a Compensation or Medical claims processing environment. Knowledge: COID Tariffs. Compensation Fund policies, procedures and processes. Public Service

Charter, Relevant stakeholders. Human anatomy/Biology and medical terminology. Approved COID Delegation. Promotion of Access to Information Act. PFMA and Treasury Regulations. Customer service (Batho Pele principles). Road Accident Fund. Skills: Required Technical Proficiency. Numeracy. Business writing skills. Required IT skills, 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.

ENQUIRIES APPLICATIONS : Mr UT Qambata Tel No: (018) 387 8195

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

FOR ATTENTION : Sub-directorate: Human Resources Management
 Email for Rustenburg Labour Centre: Jobs-NW7@labour.gov.za
 Email for Klerksdorp Labour Centre: Jobs-NW8@labour.gov.za
 Email for Mafikeng Labour Centre: Jobs-NW9@labour.gov.za

POST 02/114 : **ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/01/03**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Gauteng Provincial Office
 : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent Certificate. Knowledge: Public Service Financial Management, Departmental policies and procedures, project management, Intermediate Human Resource Development, General Management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People management.

DUTIES : Provide booking services of cars in the Province. (Daily), Attain information to prepare payment for service provider (Daily), Acquire information on payment of fines. (Weekly), Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc. (Monthly).

ENQUIRIES APPLICATIONS : Mr NS Mthethwa Tel No: 011 853 0314

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email: Jobs-GP4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 02/115 : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/10**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Provincial Office, Mmabatho
 : Matriculation/ Grade 12/ Senior Certificate plus Certificate in Human Resource Management Field. No experience required. Knowledge: Departmental Policies and procedures, HR related systems (Persal), Batho Pele Principles. Employment Equity Act. Public Service Regulation. Skills: Computer literacy. Planning and Organising. Communication. Analytical skills.

DUTIES : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on Persal system. Attend to clients' enquiries.

ENQUIRIES APPLICATIONS : Mr UT Qambata Tel No: (018) 387 8195

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION : Sub-directorate: Human Resources Management Email: Jobs-NW10@labour.gov.za

POST 02/116 : **PROVISIONING CLERK REF NO: HR 4/4/8/612**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Provincial Office: Free State
 : Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management, Supply Chain Framework,

LOGIS system, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES

: Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.

ENQUIRIES

: Ms NG Tjawane Tel No: (051) 505 6316

APPLICATIONS

: Chief Director: Provincial Operations Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS4@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- CLOSING DATE** : 14 February 2022
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from 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.

OTHER POSTS

- POST 02/117** : **SPECIALIST SCIENTIST: STOCK ASSESSMENT REF NO: FIM01/2022**
Re advert all applicants are encouraged to re-apply
- SALARY** : R1 265 544 per annum, (an all-inclusive annual remuneration package)
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : A PhD in Mathematics, Applied Mathematics, or Statistics, or a PhD in the Biological Sciences, or relevant qualification (NQF Level 10), with a strongly quantitative fisheries modelling focus, 10 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional (Valid certificate must be attached) Knowledge of: the Marine Living Resources Act; Fishery sector and fisheries management; quantitative assessment techniques for fisheries; including stock assessment models, Operational Management Procedures, Management Strategy Evaluation, and development of stock recovery plans; statistical and analytical software, including "R" and

Automatic Differentiation Model Builder (ADMB), and coding; Biology, Ecology, life history strategies and population dynamics of fisheries resources; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring.

DUTIES

: Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international arena; Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, co-ordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies / councils on science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; Manage the performance and development of staff.

ENQUIRIES

: Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KProchazka@dffe.gov.za

NOTE

: This is a re-advertisement (FIM05/2021), all applicants are encouraged to re-apply

POST 02/118

: **CHIEF MARINE CONSERVATION INSPECTOR: FISHERIES PROTECTION VESSELS REF NO: FIM02/2022**

This is a re-advertisement (FIM06/2021), all applicants are encouraged to re-apply

SALARY

: R321 543 per annum (R478 352 Total cost to company)

CENTRE

: Gansbaai (Foretrust building)

REQUIREMENTS

: National Diploma/degree in Nature Conservation/Environmental Management/ Policing / Law (NQF Level 6) or equivalent, 3 years' experience in law enforcement or related field, Category C Skipper's ticket /Night Skipper's ticket and A valid EB driver's licence. Knowledge and understanding of all relevant legislation and regulations that governs the Public Service, including the PFMA, Treasury regulations, Public Service Act, labour Relations Act etc.; Marine Living Resources Act; Criminal Procedure Act, integrated Coastal management Acts, National Environmental Management Biodiversity Acts and all departmental procedure and prescripts. Skills: good communication (Verbal and writing), Computer literacy, supervisory skills. Management skills.

DUTIES

: Lead Sea based inspections of vessels. Receive sailing orders and brief the Team on-board; Consult with the master of the Inshore / Offshore Patrol vessel in terms of the objective of the Sailing Orders; Evaluate surveillance material and information. Consult the Vessel Operations System Room and obtain vessel specific locations and ensure planning and logistical arrangements; Guide Fisheries Control Officers when approaching and boarding vessels as per the Standard Operating Procedures; complete the compulsory Inspection form; Address non-compliance through arrests, issuing fine, confiscations and seize off exhibits. Draft Operational plan, Conduct sea based inspections of registered and non- registered vessels in fisheries sectors: Lead the sea based Inspections conducted from the Inshore / Offshore Patrol vessel and the station based boats;

Verify that all fishing vessels at sea are in possession valid fishing license/s, permit/s, and fish processing establishment (FPE) permits; Verify that all fishing vessels are fitted with a functional Vessel Monitoring System (VMS), except for those with VMS exemptions; Verify that all right/ permit holders or skippers on board comply with all permit conditions. Registering, processing and monitoring of cases and admission of guilt fines: Plan and execute anti-poaching operations with other organs of state; Identify transgression/s and infringements during inspections at sea; Secure chain of evidence; Lead the arrest of suspects, confiscation and seizure all exhibits; Manage suspects, in line with the constitution and the prescripts of the criminal procedures Act. Conduct Anti-Poaching activities through Special Operations: Identify need for operations (based contravention(s) or infringement(s) which warrants the execution of a Special Operation); Identify other role-players, partners and Stakeholders and contributing to the objective and outcome; Draft and prepare the required submission, motivations and for approval by the Head of the Directorate; Provide a detailed report on completion of Special Operation. Supervise staff: Ensure capacity and development of staff; ensure proper utilization of equipment and other relevant assets.

ENQUIRIES

: email: AMoshani@dffe.gov.za Mr A. Moshani; Cell No: 076 780 5049

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 04 February 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers license where required, and any other relevant documents. Such copies need not be certified when applying for a post. Communication regarding the requirement for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013.

OTHER POST

- POST 02/119** : **PRINCIPAL NETWORK CONTROLLER: IT SUPPORT REF NO: 3/1/5/1-22/32**
Directorate: Information Technology
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Pretoria

- REQUIREMENTS** : Applicants must be in possession of a National Diploma in Information Technology NQF level 6 or equivalent as recognised by SAQA. An A+ and or MCSE will be an added advantage. At least two years IT support experience in computer and peripheral support in a Microsoft Windows environment. An understanding of local area network configuration and setup, IT security, as well as an understanding of Apple Mac technologies. A willingness to learn and assist in the server environment. The candidate is also expected to have good interpersonal skills, a passion for helping IT users, must work well within a team and independently, and have good problem solving, communications and troubleshooting skills.
- DUTIES** : Provide general IT support, hardware and software, for all desktops, network equipment and printers in GCIS. Setup and configure computers and printers on the network. Ensure compliance with IT security measures within the desktop environment. Provide audio visual support for presentations and video conferencing in the auditorium, media room and boardrooms. Assist with the installation, testing and maintaining computer hardware and software. Work with the Helpdesk in providing IT support to all users in GCIS and maintain service levels for IT support calls.
- ENQUIRIES** : Mr Ndumiso Kunene Tel No: (012) 473 0227
- NOTE** : This position is earmarked for Coloured, White and Indian Male/Female. People with disabilities will be given preference regardless of race. Note: Applicants who previously applied are encouraged to re-apply. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

INTERNSHIP PROGRAMME FOR 2022/2024

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2022/2024 financial year. The internship is meant to provide work exposure to thirty six (36) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

OTHER POSTS

- POST 02/120** : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: 3/1/5/1-22/01 ()**
(24 Months Contract)
Chief Directorate: Internal Audit
- STIPEND** : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Internal Audit, Bcom Accounting, Financial Accounting or Bcom Financial Management or relevant qualification as recognised by SAQA.
- ENQUIRIES** : Mr S Mankgaba Tel No: 012 473 0285
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race
- POST 02/121** : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 3/1/5/1-22/02**
(24 Months Contract)
Directorate: Supply Chain Management
- STIPEND** : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or relevant qualification as recognised by SAQA.
- ENQUIRIES** : Ms M Moreroa Tel No: 012 473 0185
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/122 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT REF NO: 3/1/5/1-22/03**
(24 Months Contract)
Directorate: Financial Management

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Finance, Accounting or relevant qualification as recognised by SAQA.

ENQUIRIES : Mr E Sebati Tel No: 012 473 0082
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/123 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL ADMINISTRATION REF NO: 3/1/5/1-22/04**
(24 Months Contract)
Chief Directorate: Entity Oversight

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Bcom Accounting, Financial Accounting, Public Finance or Bcom Financial Management or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Mngadi Tel No: 012 473 0141
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/124 : **GRADUATE INTERNSHIP PROGRAMME: CORPORATE GOVERNANCE REF NO: 3/1/5/1-22/05**
(24 Months Contract)
Chief Directorate: Entity Oversight

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration/ Management, Corporate Governance or relevant qualification or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Mngadi Tel No: 012 473 0141
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/125 : **GRADUATE INTERNSHIP PROGRAMME: MEDIA POLICY REF NO: 3/1/5/1-22/06**
(24 Months Contract)
Chief Directorate: Media Policy

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Policy, Media Law, Communication Science, Public Relations, Marketing, Media and Cultural Studies or relevant qualification as recognised by SAQA.

ENQUIRIES : Mr Nene Tel No: 012 473 0061
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/126 : **GRADUATE INTERNSHIP PROGRAMME: CONTENT DEVELOPER REF NO: 3/1/5/1-22/07**
(24 Months Contract)
Directorate: Media Production

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Journalism, Communications or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/127 : **GRADUATE INTERNSHIP PROGRAMME: CONCEPTUAL COPYWRITER REF NO: 3/1/5/1-22/08 (X2 POSTS)**
(24 Months Contract)
Directorate: Media Production

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Advertising, Media Studies, Journalism, Brand Communication with a Major in Copywriting or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/128 : **GRADUATE INTERNSHIP PROGRAMME: RESEARCH REF NO: 3/1/5/1-22/09**
(24 Months Contract)
Directorate: Media Production

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Research Studies, Media Studies or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/129 : **GRADUATE INTERNSHIP PROGRAMME: DIGITAL MEDIA REF NO: 3/1/5/1-22/10**
(24 Months Contract)
Directorate: Media Production

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Digital Media Studies, Media Studies, Communication, Brand Communication or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

- POST 02/130** : **GRADUATE INTERNSHIP PROGRAMME: GRAPHIC DESIGN REF NO: 3/1/5/1-22/11**
(24 Months Contract)
Directorate: Media Production
- STIPEND** : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Visual Communication, Graphic Design, Brand Communication with a Major in Visual Communications/Graphic design or relevant qualification as recognised by SAQA.
- ENQUIRIES** : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race
- POST 02/131** : **GRADUATE INTERNSHIP PROGRAMME: VIDEOGRAPHER REF NO: 3/1/5/1-22/12 (X2 POSTS)**
(24 Months Contract)
Directorate: Media Production
- STIPEND** : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Videography, Cinematography, Media Studies with a major in videography/video camera operation or relevant qualification as recognised by SAQA.
- ENQUIRIES** : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race
- POST 02/132** : **GRADUATE INTERNSHIP PROGRAMME: PHOTOGRAPHER REF NO: 3/1/5/1-22/13**
(24 Months Contract)
Directorate: Media Production
- STIPEND** : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Photography, Media Studies with a Major in Photography, Communications with a major in Photography or relevant qualification as recognised by SAQA.
- ENQUIRIES** : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race
- POST 02/133** : **GRADUATE INTERNSHIP PROGRAMME: ANIMATORS REF NO: 3/1/5/1-22/14**
(24 Months Contract)
Directorate: Media Production
- STIPEND** : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Multi-Media Design, Animation, Brand Communications with a major in Multi-media design or Animation or relevant qualification as recognised by SAQA.
- ENQUIRIES** : Ms Ndawonde Tel No: 012 473 0441/ nonhlanhlan@gcis.gov.za
NOTE : Applicants must submit a portfolio on compact disc (not bigger than 3MB), hardcopy or online link in CV. Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/134 : **GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 3/1/5/1-22/15 (X2 POSTS)**
(24 Months Contract)
Directorate: Media Production

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration/ Management or relevant qualification as recognised by SAQA.

ENQUIRIES : Mr Carstens Tel No: 012 473 0066
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/135 : **GRADUATE INTERNSHIP PROGRAMME: EDITORIAL SERVICES REF NO: 3/1/5/1-22/16**
(24 Months Contract)
Directorate: Content Development

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three-year Degree (NQF 7) in Communication Science, Journalism, Media Studies or English or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Miriam Mokoena, Tel No: 012 473 0089
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race Note: Applicants will be required to do a writing and editing test.

POST 02/136 : **GRADUATE INTERNSHIP PROGRAMME: LANGUAGE SERVICES REF NO: 3/1/5/1-22/17**
(24 Months Contract)
Directorate: Content Development

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three-year Degree (NQF 7) in Translation, Linguistics or Language Practice or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Nomgcibelo Motha Tel No: 012 473 0211
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race Note: Applicants will be required to do a translation and proofreading test.

POST 02/137 : **GRADUATE INTERNSHIP PROGRAMME: DIGITAL MEDIA REF NO: 3/1/5/1-22/18**
(24 Months Contract)
Directorate: Digital Media

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield).
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communication Science, Public Relations, Media Studies or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Botha Tel No: 012 473 0174
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/138 : **GRADUATE INTERNSHIP PROGRAMME: CLUSTER COMMUNICATION REF NO: 3/1/5/1-22/19**
(24 Months Contract)
Directorate: Cluster Communication

STIPEND : R6 747.79 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management or relevant qualification as recognised by SAQA.

ENQUIRIES : Mr J Pila Tel No: 012 473 0393
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/139 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-22/20**
(24 Months Contract)
Directorate: Eastern Cape Provincial Office

STIPEND : R6 747.79 per month
CENTRE : Eastern Cape (East London)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Public Management, Public Administration, Journalism or relevant qualification as recognised by SAQA.

ENQUIRIES : Mr N Pinyana Tel No: 043 722 2602/9
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/140 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (COMMUNICATION) REF NO: 3/1/5/1-22/21**
(24 Months Contract)
Directorate: Kwazulu-Natal Provincial Office

STIPEND : R6 747.79 per month
CENTRE : Kwazulu-Natal (Durban)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communication Science, Public Relations, Journalism, Video Technology/Digital Communication or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms N Mngadi Tel No: 031 301 6787
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/141 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (ADMINISTRATON) REF NO: 3/1/5/1-22/22**
(24 Months Contract)
Directorate: Kwazulu-Natal Provincial Office

STIPEND : R6 747.79 per month
CENTRE : Kwazulu-Natal (Durban)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration/ Management or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms N Mngadi Tel No: 031 301 6787
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/142 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-22/23**
(24 Months Contract)
Directorate: Gauteng Provincial Office

STIPEND : R6 747.79 per month

CENTRE REQUIREMENTS : Johannesburg
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration/ Management or relevant qualification or relevant qualification as recognised by SAQA.

ENQUIRIES NOTE : Mr P Gumede Tel No: 011 834 3560
: Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/143 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (COMMUNICATION) REF NO: 3/1/5/1-22/24**
(24 Months Contract)
Directorate: Mpumalanga Provincial Office

STIPEND CENTRE REQUIREMENTS : R6 747.79 per month
: Nelspruit
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communication Science, Public Relations, Journalism, Media Studies or relevant qualification as recognised by SAQA.

ENQUIRIES NOTE : Mr J Nkosi Tel No: 013 753 2397
: Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/144 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (ADMINISTRATON) REF NO: 3/1/5/1-22/25**
(24 Months Contract)
Directorate: Mpumalanga Provincial Office

STIPEND CENTRE REQUIREMENTS : R6 747.79 per month
: Nelspruit
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration/ Management or relevant qualification as recognised by SAQA.

ENQUIRIES NOTE : Mr Jerry Nkosi Tel No: 013 753 2397
: Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/145 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-22/26**
(24 Months Contract)
Directorate: Limpopo Provincial Office

STIPEND CENTRE REQUIREMENTS : R6 747.79 per month
: Polokwane
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communication Science, Public Relations, Journalism, Media Studies or relevant qualification as recognised by SAQA.

ENQUIRIES NOTE : Mr Thanyani Ravhura Tel No: 015 291 4689
: Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/146 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (COMMUNICATION) REF NO: 3/1/5/1-22/27**
(24 Months Contract)
Directorate: North West Provincial Office

STIPEND CENTRE REQUIREMENTS : R6 747.79 per month
: North West (Mafikeng)
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Public Relations, Communications, Journalism or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms B Mosadi Tel No: 018 381 7071

NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race

POST 02/147 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (ADMINISTRATION) REF NO: 3/1/5/1-22/28**
(24 Months Contract)
Directorate: North West Provincial Office

STIPEND : R6 747.79 per month
CENTRE : North West (Mafikeng)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration, Public Management, Office Management or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms B Mosadi Tel No: 018 381 7071
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/148 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (COMMUNICATION) REF NO: 3/1/5/1-22/29**
(24 Months Contract)
Directorate: Western Cape Provincial Office

STIPEND : R6 747.79 per month
CENTRE : Cape Town
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communication Science, Public Relations, Journalism, Media Studies or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Geraldine Thopps Tel No: 021 418 2307
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/149 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON (ADMINISTRATON) REF NO: 3/1/5/1-22/30**
(24 Months Contract)
Directorate: Western Cape Provincial Office

STIPEND : R6 747.79 per month
CENTRE : Cape Town
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration/ Management or relevant qualification as recognised by SAQA.

ENQUIRIES : Ms Geraldine Thopps Tel No: 021 418 2307
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

POST 02/150 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-22/31**
(24 Months Contract)
Directorate: Northern Cape Provincial Office

STIPEND : R6 747.79 per month
CENTRE : Northern Cape (Kimberly)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communications, Public Relations, Marketing, Journalism or relevant qualification as recognised by SAQA.

ENQUIRIES : Mr Ofentse Moeti Tel No: 053 832 1378
NOTE : Preference will be given to White, Indian and Coloured Female and Male. People with disabilities will be given preference regardless of Race.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 04 February 2022 at 12h00 noon No late applications will be considered.

: Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It Is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes 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 salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 02/151 : **PROJECT MANAGER: PROJECT MANAGEMENT OFFICE REF NO: PM/PMO/2022/01-1P**
Business Enablement
Permanent

SALARY : R744 255 per annum (Level 11), (all-inclusive package)

CENTRE : Head Office Pretoria

REQUIREMENTS : Any recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (360 credits) in Project Management. Six (6) years appropriate proven experience in Project Management of which three (3) years was in a managerial role. Project Management certification will be an added advantage. Knowledge of PMO and Public Service Legislative Framework; Knowledge of Programme Administration and Management; Knowledge of Customer Service Principles; Knowledge of Law and Associated Mechanisms; Knowledge of Relevant Legal Requirements particularly BCEA and GPAA policies and procedures, including Public Service Act; High level communication skills; Programme Management skills; Strategic decision making skills; Leadership skills; Team collaboration; Ability to delegate; Initiative; Emotional intelligence; Ethics and Integrity; Ability to see the Big Picture; Demonstrable commitment; Customer Service orientation; Structured approach. Computer literacy.

DUTIES : The successful incumbent will facilitate and manage project planning within GPAA, which includes the following but not limited to: Provide advisory capacity to management: Advise management on the appropriate application of relevant project requirements on any existing or new projects; Take full accountability for the project within the PMO space; Leverages detailed knowledge and understanding of projects including industry governance structures affecting GPAA; Demonstrate project management expertise through management of medium to large projects of varying complexity; Set context, assign, monitor work and drive GPAA projects; Develop project scope, define deliverables, obtain consensus and manage stakeholder expectations; Manage change requests and control scope through effective execution of plan; Effectively deploy physical, financial and human resources; Ensure project deliverable creation, review, approval and distribution; Resolve complex issues and conflicts; escalate appropriately as required; Ensure project outcomes are accepted; measure and analyse stakeholder perceptions; facilitate validation of business benefit assessment; Formally close project and release team resources; Manage discipline and absenteeism in accordance with organizational codes and procedures; Manage compliance with agreed Project budgets in consultation with the Senior Manager, ensuring that costs are contained. Compile reports and action project findings: Review project reports and prepare review notes; Record outstanding project issues in a closed out report; Ensure that outstanding project issues are resolved after closed out; Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards; Formulate compliance reports' recommendations to management in order to raise the awareness of project risks and breakdowns in the internal control environment; Compile accurate, concise reports as requested meeting agreed deadlines; Provide governance oversight of project management ensuring it is within expressed risk tolerances aligned to strategic, business and financial objectives; Track all project activities against the plan, providing regular and accurate reports to stakeholders, as appropriate and manages stakeholder expectations. Stakeholder management and communication: Central access point to key project documents, presentations, and assessments; Develops and implements plans for use of collaborative team communication solutions; Serves as a central point of contact between GPAA and various internal and external stakeholders; Represent the GPAA within various PMO forums and participate in reviews and presentation to management; Work directly with key stakeholders to analyse requests and constructively provide feedback that meets requirements while leveraging communications core competencies; Understand the technical aspects of corporate stakeholder relations and best practices; Report and identify areas that

need guidance in order to resolve moderately simple stakeholder relations issues; Act as the first point of contact, for all stakeholder relations enquiries; Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value; Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports; Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery; Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas; Facilitate project management life cycle planning and ensure GPAA maintains long-term development focus. Manage all resources of the unit: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure; Identify training and development needs, implementing plans to address requirements, as appropriate; Facilitate communication through appropriate structures and systems; Participate in management forums within GPAA, contributing expertise to enable sound decision making; Provide detailed, accurate information for internal and external audit purposes and action audit issues identified; Implement controls within the business unit, which minimize potential risk to stakeholders. One permanent Project Manager Position is currently available at the Government Pensions Administration Agency: Business Enablement: Project Management Office.

- ENQUIRIES** : Mr Ismael Radebe on Tel No: 012 399 2299
- APPLICATIONS** : Application Enquiries: URS Response Handling Tel No: 012 811 1900
It is mandatory to email your application with the relevant supporting documentation to gpaa25@ursonline.co.za
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
- POST 02/152** : **INTERNAL AUDITOR: REGULARITY AUDIT REF NO: IA/RA/2022/01-1P**
Internal Audit Section
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (Basic salary)
: Pretoria Head Office
: A three year National Diploma/B Degree or three year qualification in Internal Audit (at least 360 credits) with 3 years relevant experience within the Internal Audit environment. Knowledge of service delivery innovation. Knowledge of client orientation and customer focus. Knowledge of Financial management. Knowledge of people management. Knowledge of Programme and project management. Knowledge of relevant legislative requirements and GPAA policies and procedures. Knowledge of Pension Fund Regulations and Rules. Knowledge of Benefits Administration. Knowledge of Relevant systems. Communication skills (verbal and written). Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Customer Relationship Management (Channel Management). Industry knowledge. Financial management including budgeting and forecasting. Compliance Management.
- DUTIES** : The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Undertake Audit projects: Perform Internal Audits, as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the Internal control environment. Compile audit findings, collating relevant working papers to provide evidence to support audit findings. Recommend actions emerging from audits

based on schedule of findings collected. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting: Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission. Flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submissions. Assist in the preparation of reports for EXCO and the Audit Committee. Develop preliminary audit plans: Recommend priority areas for the Internal Audit Programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workplace plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and Research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the internal Audit business unit by engaging with stakeholders.

- ENQUIRIES** : Ms Mapule Mahlangu on Tel No: 012 – 399 2639
- APPLICATIONS** : Application Enquiries: Ms Geraldine Turner (Fempower) @ 084 093 5765
It is mandatory to email your application with the relevant supporting documentation to gpaateam1@fempower.co.za
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. Note: The purpose of the job is to provide an Internal Audit service for an allocated area in order to minimize risk to GPAA. One permanent position of Internal Auditor: Regularity Audit is currently available at the Government Pensions Administration Agency: Internal Audit Section – Gauteng Region based in Pretoria Head Office.
- POST 02/153** : **ADMINISTRATIVE OFFICER: TRACING REF NO: AO/T/UB&R/2022/01-1C**
Unclaimed Benefits and Re- Issues
(12 months contract)
- SALARY** : R261 372 per annum (Level 07), plus 37% in lieu of benefits
- CENTRE** : Bisho
- REQUIREMENTS** : A recognized three year tertiary qualification/B Degree/National Diploma in Finance/Accounting (at least 360 credits) with two years appropriate experience within the Finance/ Accounting environment of which at least one year exposure in Unclaimed Benefits and Re-Issues (Tracing) will be beneficial. Supervisory experience of at least 6 months will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, which include Word and Excel. Exposure to CIVPEN, Workflow, Portal and Pekwa will be an advantage. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in the Eastern Cape Province may receive preference and targeting the geographical area sourced for. Knowledge of the Treasury Regulations on Pensions Administration; Knowledge of Public Finance Management Act (PFMA); Knowledge of applicable legislation within Unclaimed Benefits and Tracing Section; Knowledge of Government Employees

Pension Rules and Legislation; Knowledge of Compliance with standard Accounting and relevant procedures; Self-management skills; Problem solving skills; Analytical thinking; Time management; Delegation skills; Customer service orientation; Ability to communicate at all levels; Ability to work accurately and independently; Ability to work in a team; Ethical conduct, deadline driven and initiative.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Pro-active Stakeholder management: Coordinate the communication with departments of COGTA, DPSA, and Social Development on tracing matters in Eastern Cape; Manage the unclaimed benefits lists and tracing done by the employer departments in Eastern Cape; Manage the unclaimed benefits list and tracing done by DPSA, COGTA and Social Development agents (community development workers); Manage the tracing relationships with municipalities in Eastern Cape; Establish tracing networks with all external parties including public entities. Assist in tracing of unclaimed and unpaid benefit cases: Request and download Unclaimed Benefits accounts to Excel and reconcile; Ensure that Unclaimed Benefit cases are allocated and traced; Identify complex cases and engage the Forensic Unit and the supervisor for solution; Prepare cases for second level tracing, according to specified procedure and requirements; Monitor work done by external service providers on tracing of Unclaimed Benefits; Ensure correct beneficiaries are paid; Engage Forensic department when syndicates are involved in defrauding unclaimed benefits; Minimize the cost of tracing Unclaimed Benefits. Render effective financial management of the funds: Provide accurate information for the compilation of budget; Monitor of expenditure of the tracing budget; Compile monthly reports and present to management; Process and authorize journals; Implementation of work plans; Reduce unclaimed benefits to acceptable levels as per the annual performance plan. Ensure compilation and review of cases: Perform reconciliation of unclaimed benefits accounts and review the correctness of the account; Review of traced cases and provide corrections where necessary; Compilation of reports of traced cases; Ensure that the expected target is achieved. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance; develop, train and coach; Maintain discipline; and ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES

: Mr Mbongiseni Nkosi on Tel No: 012 399 2202

APPLICATIONS

: Application Enquiries: Ms Sarah Chetty (URS) Tel No: 012 811 900
It is mandatory to email your application with the relevant supporting documentation to gpa26@ursonline.co.za

NOTE

: Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One 12 month contract position for an Administrative Officer: Tracing is currently available at the Eastern Cape Regional Office of the GPAA located in Bisho.

POST 02/154

: **ADMINISTRATIVE OFFICER: ICT KNOWLEDGE MANAGEMENT REF NO: AO/ICT/BKM/2022/01-1C**
Information Technology
(Months contract)

SALARY CENTRE

: R261 372 per annum (Level 07), plus 37% in lieu of benefits
: Pretoria

- REQUIREMENTS** : A three year B Degree/National Diploma in Knowledge Management, Library Management or any other relevant qualification related to Knowledge Management (at least 360 credits) coupled with two years' experience in Knowledge Management. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel; Knowledge Management; Knowledge of Programme and Project Management; Knowledge of Quality Management Systems; Knowledge of SA ICT Legislation (SITA Act, Electronic Information Act, Access to Information Act, POPI Act); Knowledge of Benefits Administration; Knowledge of Customer Relationship Management (Channel Management); Knowledge of and compliance with relevant legislative requirements and GPAA policies and procedures; Knowledge of Pension fund regulations and rules; Analytical skills; Project Management skills; Planning and Organising skills; Decision making and problem solving skills; Communications skills; Persuasiveness & Flexibility; Customer service orientation; Ability to take responsibility; Ability to work under pressure; Integrity, reliability and honesty; Quality and result oriented.
- DUTIES** : Assist in implementing the knowledge Management database and processes of the organisation: Draft and implement awareness plans for the GPAA on new trends and knowledge acquired by the organisation; Educate and promote Knowledge Management practices to new and existing team members to improve the sharing and value of Knowledge; Assist in design catalogue and publishing the available suite and productivity tools and technologies to optimize the use of Knowledge; Draft and compile reports on the usage of Knowledge articles to demonstrate the benefits and impact of Knowledge on service delivery. Assist in conducting Research on best practices that will enable the GPAA to achieve its objectives: Assist in conducting research on best practices; Ensure the effective development and implementation of a continuous improvement strategy for the organisation; Assist in identifying and implementing remedial action strategies for the GPAA service delivery gaps; Provide Administrative support to the unit: Organise office logistical matters; File office correspondence documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents in the office; Order stationary and equipment for the section.
- ENQUIRIES** : Mr Mbongiseni Nkosi on Tel No: 012 399 2202
- APPLICATIONS** : Application Enquiries: Ms Courtney Usher (Teleresources) Tel No: 011 789 8282
It is mandatory to email your application with the relevant supporting documentation to rhtwo@telebest.co.za
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role is to assist with the provision of Knowledge and Information within GPAA. One 12 month contract position for an Administrative Officer: Knowledge Management is currently available at the Government Pensions Administration Agency: ICT Section – Gauteng Region based in Pretoria Head Office.
- POST 02/155** : **ICT SERVICE ASSETS AND CONFIGURATION STOREKEEPER REF NO: SACS/ICT/2022/01-1P**
Information Technology
- SALARY** : R261 372 per annum (Level 07), (basic salary)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A three year National Diploma or Degree in Logistics/Purchasing/ICT related (at least 360 credits) coupled with 2 years working experience in Asset management and stores/Provisioning Administration. Computer literacy in Microsoft Office package. Knowledge Management, Knowledge of ITIL (will be an advantage);

		Knowledge of GPAA services and products (will be an advantage); Knowledge of report writing, Analytical skills; Interpersonal skills; Motivational skills; Negotiation skills; Problem solving skills; Accuracy and detail orientated; Deadline driven; Ability to communicate at all levels; Team player and ability to work independently; Customer service Management; Proactive and self-starter; Ability to handle pressure; Maintain personal and professional development.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Receiving and Safekeeping of goods in GPAA: Receive, store, pack and unpack goods from stores; Facilitate carrying and or moving goods; Delivering and conveying parcels or goods to be shipped to the GPAA Regional Offices; Collect ICT equipment from GPAA stores and confirm that the goods match the delivery note. Delivery of ICT equipment that needs to be shipped to Regional Offices to the GPAA Dispatch, obtain all signatures on the BSS8 form; Mark packaging clearly with receiving contact details and arrange to barcode all ICT equipment when new equipment is received. Manage the old ICT Equipment in line with assets management legislations: Collect old ICT equipment from GPAA Head Office users; Ensure that ICT equipment meets an acceptable standard; Removal of obsolete Desktop and Laptops, Hard Drives from all ICT equipment received from the business units in the Head Office and Regional Offices, for disposal purposes. Clean all ICT equipment before issuing to GPAA users. Manage the ICT Stores in GPAA: Keeping the ICT storeroom clean; Maintaining tidy and accurately marked racks and shelves; Conduct stores inventory counts; Keep storeroom clear of empty containers, and ICT equipment and shelves packed neatly. Pack shelves neatly and mark all shelves clearly as per product range; maintain the disposal store inventory. Compile Reports: Send weekly updated stock reports; assist GPAA Auditors to search for ICT equipment not accounted for and update audit spreadsheets.
<u>ENQUIRIES</u>	:	Mr Mbongiseni Nkosi on Tel No: 012 399 2202 Application Enquiries: Ms Courtney Usher Tel No: 011 789 8282
<u>APPLICATIONS</u>	:	It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za
<u>NOTE</u>	:	Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the post is to maintain and manage the ICT store room and remove old ICT equipment from GPAA offices. One permanent position of ICT Service Assets and Configuration Storekeeper is currently available at the Government Pensions Administration Agency: ICT Section – Gauteng Region based in Pretoria Head Office.
<u>POST 02/156</u>	:	<u>FIELD SUPPORT ENGINEER – DESKTOP SUPPORT REF NO: FSE/ICT/2022/01-1P</u> (Information Technology)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (basic salary) Pretoria Head Office An appropriate and recognized three year qualification (degree/national diploma) in Information Technology (with at least 360 credits) with two years appropriate experience in a service desk environment/desktop support environment; Experience should ideally include adequate exposure to: Technology in general, Active Directory, Desktop support, Servers operations, Information security; ICT Service management: MCSE and/or other appropriate advanced technical diplomas will be an added advantage; Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN; Knowledge of mainframe,

Citrix, HP Superdome and Wintel data Centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Knowledge of technical requirements for modern flexible working office environments and skills to operate as an employee internally; Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis; Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management; Knowledge of GPAA services and products will be an advantage. Communication skills; Project management; Strategic decision making; Computer literacy; Collaboration; Problem solving; Interpersonal relations; Initiative; Emotional intelligence; Integrity; Ability to see the big picture; Demonstrable commitment; Customer service orientation; Structured approach.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Desktop Support: Install, configure and troubleshoot OS mainly Windows and various versions; Active Directory; Perform installation, maintenance and upgrading of computer hardware and software; Install update patches of anti-virus software signatures and Operating System (OS); Customize desktop hardware to meet user specifications and GPAA's standards; Work with vendor support contacts to resolve technical issues within the desktop environment; Provide end user support for computer hardware and software installation, maintenance and upgrade; Provide user's access to shared resources; Install new ICT equipment; Installation and management of printers (network, desk printers); Asset management – Ensuring that ICT assets within GPAA are collected, recorded and returned to ICT Stores; Relocation of users (ICT Equipment) as per requests; Participation in projects within the Desktop support team; Regional Office Visit Support; Participation in the establishment of new GPAA offices around South Africa (Technical Support). First line Support: Provide First Line Support to GPAA users; Troubleshoot and resolve incidents through remote desktop; On-site client care; Implement, maintain and remove End User Devices (EUD); Ensure incidents/requests/problems are logged and resolved within SLA's; ICT Workshop maintenance; Provide 1st EUD repair; Load and Configure of OS (Operating System) and required applications. Customer Satisfaction: Ensure Client Satisfaction and keeping customer informed on the service requested; Establish business relationship with clients and ensure customer centricity is practiced.

ENQUIRIES

: Mr Mbongiseni Nkosi on 012 399 2202

APPLICATIONS

: Application Enquiries: Ms Courtney Usher Tel No: 011 789 8282
It is mandatory to email your application with the relevant supporting documentation to rhtwo@telebest.co.za

NOTE

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POST 02/157

: **CUSTOMER SERVICE AGENT REF NO: CSA/NW/MAF/2022/01-1C**
(12 months contract)
(Client Services)

SALARY CENTRE

: R211 713 per annum (Level 06), plus 37% in lieu of benefits
: Mafikeng

- REQUIREMENTS** : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province (North West) applying for may receive preference.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for. Note: One 12 month contract position for a Customer Service Agent is currently available at the North West Regional Office of the GPAA located in Mafikeng.
- ENQUIRIES** : Mr Mbongiseni Nkosi on Tel No: 012 399 2202
Application Enquiries: Geraldine Turner (Fempower) @ 084 093 5765
- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to gpaateam4@fempower.co.za
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
- POST 02/158** : **SECRETARY: SENIOR MANAGER HRA REF NO: SEC/HRA/2022/01-1P**
Human Resources
- SALARY** : R176 310 per annum (Level 05), (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three (3) year qualification (preferably in Office Administration/Secretarial) coupled with six to twelve (6 – 12) months' office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts

and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received; Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; processes the travel and subsistence claims for the unit; processes all invoices that emanate from activities of the work of the manager; records basic minutes for the meetings of the manager where required; drafts routine correspondence and reports; does filing of the documents for the manager and the unit where required; administers matters like leave forms, leave registers and telephone accounts; handles the procurement of standard items like stationery and refreshments; collects all relevant documents to enable the manager to prepare for meetings; Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager; records appointments and events in the diary for the manager; types documents for manager; operates office equipment like fax machines and photocopiers; Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES

: Ms Felicia Mahlaba on Tel No: 012 319 1455

Application enquiries: Email to natasha.karriem@isilumko.co.za

APPLICATIONS

: It is mandatory to email your application with the relevant supporting documentation to natasha.karriem@isilumko.co.za

NOTE

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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, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
- FOR ATTENTION** : L Pale / Ms. V Maja, Human Resources, Tel No: 012 764 3976 / 012 764 3912.
- CLOSING DATE** : 07 February 2022 (12:00 noon)
- 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, 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, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). 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, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated 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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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.

MANAGEMENT ECHELON

- POST 02/159** : **CHIEF DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY**
REF NO: GPW 22/01
- SALARY** : R1 251 183 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Information Technology and/or Information Management or an NQF Level 7 equivalent qualification, 10 years' experience in an Information Technology environment, of which at least 5 years must have been at senior management level, Proven record in developing an Information Technology Strategy, Technical expertise in Information Technology systems and processes,

		Expertise in Microsoft and other operating systems, Excellent people management and interpersonal skills, Good verbal and written communication skills. Should be able to interact at senior level and demonstrate excellent customer service skills. Competencies and skills: Problem solving, Analytical thinking, Planning and Organising, Project Management, Strategic thinking.
<u>DUTIES</u>	:	Contribute to the business strategy formulation processes. Render advice to senior management on relevant technology trends and their applicability to business enhancement, Manage the department (Chief Directorate) by planning and organising the activities of the department to ensure an optimum information facility, Align the GPW Information Management (Information Management system included) and Information Technology (as enabler) strategy with strategic direction, management plans and business processes of the organization, Establish an Information Management Plan, Information Technology Plan and Operational Plans to give effect to the strategic direction and Management Plans and Business Processes, Oversee the development of GPW supportive information management and information technology enabling policies, regulations, norms, guidelines, best practices and procedures, Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans and policies, Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities, through researching, developing and implementing an information security policy to maintain information security, Create an enabling ICT environment for other managers to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, Oversee the management of business agreements (BAs) and Service Level Agreements (SLA's) of suppliers of Information Management and Information Technology goods and services, Facilitate the development and implementation of enterprise architecture. Oversee the Chief Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.
<u>ENQUIRIES</u>	:	Ms MM Modise Tel No: (012) 748 6239
<u>POST 02/160</u>	:	<u>DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING REF NO: (GPW22/02)</u> Re-advertisement - candidates who previously applied for the post must / may re-apply
<u>SALARY</u>	:	R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or equivalent (NQF level 7 as recognized by SAQA) in Human Resources. 5 years' experience at middle / senior management in a Human Resource environment. SMS pre-entry certificate as offered by the National School of Government (NSG). In-depth knowledge and experience across the HR spectrum, specifically with regard to Recruitment and Selection, Service Conditions, Compensation Management, Organisational Development and Employment Equity. Computer literacy. Knowledge of HR budgeting, PFMA and all legislations governing HR Practices. A Valid Driver's License. Competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge and information management. Problem-solving and analysis. Business report writing. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness.
<u>DUTIES</u>	:	Provide strategic direction, leadership and management to the Unit. Manage, train and guide subordinates within the Unit. Oversee development, implementation and monitoring of HR policy guidelines, processes and procedures. The coordination of human resources information and knowledge management. The monitoring and evaluation of the implementation of human resources strategies. Manage

ENQUIRIES

recruitment and selection, organisational structure, job profiles, job evaluation and staff budget. Responsible for HR administration processes. The development and management of attraction, retention and exit programmes. Facilitate the development, implementation and monitoring of employment equity.
: Ms MM Modise Tel No: (012) 748 6239

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. Applications should be emailed to: recruitment@health.gov.za quoting the reference number indicated per advertised post.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 07 February 2022, Closing Time: 12H00 Midday
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and 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. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's licence. Only emailed applications will be considered. 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.

MANAGEMENT ECHELON

- POST 02/161** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: NDOH 1/ 2022**
Chief Directorate: Legal Services and Parliamentary Affairs
Re-advert, applicants who previously applied need to re-apply
- SALARY** : R1 251 183 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A four- year Legal Qualification. An Admission as an Advocate or Attorney would be an advantage. At least five (5) years' experience at senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents and/or contracts. SMS pre-entry Certificate is required for appointment finalisation. Advance knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Intergovernmental relations framework as well as procurement prescripts. Excellent communication skills (written and verbal). Interpersonal and computer skills (MS Office package). A creative and an innovative thinker. Willingness to

travel frequently and work long and irregular hours. Ability to function under pressure. Valid driver's licence.

DUTIES

: Draft and supervise the drafting of all legislations administered by the department. Provision of legal support (including the management and coordination of litigation as well as ensuring compliance with the requirements of chapter 9 institution) to the department and ministry. Continued review of the legislation administered by the department. Effective and efficient management of financial, physical, and human resources. Management of risk and audit queries.

ENQUIRIES

: Ms VM Rennie at Valerie.rennie@health.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(SOUTH CAPE TVET COLLEGE)**

OTHER POSTS

<u>POST 02/162</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES (MINISTERIAL PROGRAMMES REF NO: PS01/2022)</u> (PERSAL Appointment)
<u>SALARY</u>	:	R477 090 – R561 981 per annum (Level 10), plus benefits as applicable in the Public Service.
<u>CENTRE REQUIREMENTS</u>	:	Central Office: George : Matric plus minimum of 3-year recognized Degree/Diploma (NQF 6)/ (REQV 13) in Education or related qualification including a professional teachers qualification. A minimum 3- 5 years in Education Teaching and Learning environment or related field. A valid code 08 driver's license. Knowledge: Knowledge of PSET and CET ACT. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Skills: Administrative, Planning and organizing, Financial management. Report writing, Communication and interpersonal relations. Problem solving. Project management. Team leadership. Ability to lead a team and provide advice to management on related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values/Attributes: Client service focus, Integrity, Committed, Proactive, Loyal and ethical.
<u>DUTIES</u>	:	To provide the College with academic and curriculum support in line with the strategic objectives: Oversee Curriculum Management and administration. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications and revised National Curriculum (Vocational), Update NC (V) qualifications policy with SAQA. Coordinate review of the ICASS guidelines for REPORT 191 and NC (V). Develop policy/guidelines for management of curriculum (classroom management policy). Monitoring the conduct of assessments on all programmes. Provide required report to college executive and oversight bodies. Oversee coordinated curriculum delivery at all the college's delivery site. Ensure the implementation of best practice teaching in collaboration with the campus manager. Oversee Academic Management Services: Provide academic support to lecturing staff. Plan for delivery of quality teaching and learning. Ensure that enrolment targets are set and achieved. Assist with admission processes. Assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention of critical subjects (Action Plan). Plan class visits for support ICASS and ISAT. Plan for delivery quality teaching and staff. Provide Learning Materials. Coordinate activities for the development of learning materials. Identify learner material, equipment and other resources requirements. Dissemination of overall learning materials. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ME Gcuwa at Tel No: (044-8840359) : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za
<u>FOR ATTENTION NOTE</u>	:	Mr. M.E Gcuwa : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications send to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . A completed Z83 form should

be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees. (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: Earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

- CLOSING DATE** : 11 February 2022 AT 16:00
- POST 02/163** : **HEAD OF ADMINISTRATION REF NO: PS 02/2022**
(PERSAL Appointment)
- SALARY** : R382 245 – R450 255 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE** : Mossel Bay Campus
- REQUIREMENTS** : Grade 12 certificate, Diploma/Degree in Administration or a relevant professional qualification in education will be an added advantage with at least five years' experience in Education/Teaching and Learning environment or related Field including a professional teacher's qualification. Two years must be in a supervisory level. Must have Knowledge of Computer system as well as MS Word, MS Excel and MS PowerPoint. Must have a valid Driver's licence. Experience in a TVET sector will be an added advantage. Knowledge Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Knowledge and experience of external examination and internal assessment processes Sound knowledge and experience of National Certificate Vocational (NC (V)), Report 191 Business Studies, Occupational Programmes and Higher Education Programmes. Infrastructure and asset management. Skills Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Management and co-ordination of student academic, assessment and examinations administrative functions in accordance with DHET, UMALUSI and QCTO requirements. Co-responsible for the general support service functions e.g. facilities, assets, maintenance, finances and human resource management. Provide lecturer and curriculum delivery support. Conduct regular meetings with support staff. Overall curriculum management, assessment, moderation and administration. Academic and administrative support of all academic programmes and administer internal assessments and national DHET external examinations. Ensure the overall supervision and verification of inputs captured on the ITS system and other related systems. Oversee student administration matters of the campus. Responsible for enrolment procedures on campus. Record keeping of

results/certificates/ICASS/Trimester/Semester and ISAT marks. Ensure compliance with of all College policies, quality management system and DHET, UMALUSI and QCTO.

**ENQUIRIES
APPLICATIONS**

: Ms. CR Philips-Moorcroft Tel No: (044-8840359)
: Applications must be forwarded: The Deputy Principal: Corporate Services, South
Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to
careers@sccollege.co.za

**FOR ATTENTION
NOTE**

: Mr. M.E Gcuwa
: Please ensure that you take note of the disclaimer under each advert pertaining to
the sending of applications during the various lockdown levels. Ensure that you use
the correct e-mail address as set in each advert. Applications with supporting
documentation, including a signed Z83 forms should be emailed to the respective
email addresses. Applications sent to incorrect email addresses will regrettably not
be considered. All applications must be submitted in a New Z83 form obtainable on
the internet at www.dpsa.gov.za/dpsa2g/vacancies. A completed Z83 form should
be accompanied by a recently updated comprehensive CV (inclusive of three
contactable referees and contact details), copies of all qualifications with academic
transcripts/record, Trade Test, ID document and drivers licence. Please quote the
relevant reference number of the post you are applying for. Candidates who apply
for more than one post should complete a separate application form for each post.
Applications received after the closing date will not be accepted. Successful
candidates will be subjected to a vetting process (criminal record, citizenship, credit
record checks [where applicable], qualification and employment verification).
Where applicable, shortlisted candidates will be subjected to a
skills/knowledge/competence test. Matching and redeployment to other
workstations within the College may be considered based on the operational
requirements. Applicants in possession of a foreign qualification must attach an
evaluation certificate from the South African Qualifications Authority (SAQA) to their
application forms. Non-RSA citizens/Permanent resident permit holders must
submit a copy of his/her Permanent Resident Permit with his/her application. No
late applications will be considered. The College/DHET reserves the right not to
make appointments where it deems fit to do so. Correspondence will be limited to
shortlisted candidates only. If you do not receive any response within three months
after closing date of this advertisement, kindly accept that your application as
unsuccessful. Preference will be given to persons from designated groups,
especially with regard to race, gender and disability. South Cape TVET College
invites suitable candidates to apply for the following permanent posts: Re-
appointment of former employees. (1) An executive authority shall not re-appoint a
former employee, if that employee left the public service: Earlier on the condition
that he or she would not accept or seek re-appointment or due to ill health and
cannot provide sufficient evidence of recovery.

CLOSING DATE

: 11 February 2022 at 16:00

POST 02/164

: **SENIOR: IT TECHNICIAN REF NO: PS 03/2022**
(PERSAL Appointment)

SALARY

: R321 543 – R378 765 per annum (Level 08), plus benefits as applicable in the
Public Service

CENTRE

: Central Office: George

REQUIREMENTS

: Matric plus minimum of 3-year recognized Degree/Diploma (NQF 6)/ (REQV 13)
from an accredited institution in Information Technology and A+C+, Apple Mac
Lion Support Essentials, ITILv3 Foundation. MCSE would be an added advantage.
A minimum of 2-3 years advance experience in IT environment. Advanced
Software and hardware experience. A valid code 08 driver's license. Knowledge:
IT Hardware and Software Server administration. Understanding of Desktop.
Networking and Voice communication infrastructure. Program Installations.
Understanding of Help Desk operation. Full comprehension of IT second and third
line of IT Support. BAS (Codestables). PERSAL, MIS Systems and any related
systems. Regularly provide advice and recommend actions related to. Skills:
Resolve problems within established practices. Ability to maintain confidentiality.
Good interpersonal skills. Ability to prioritise. Good written and verbal
communication skills. Decision-making skills. Ability to lead a team and provide

advice to management on related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

:
: Oversees effective and efficient Information Communication Technology support services and supporting at Central Office: Ensure in management of Service Desk and Desktop support function services creating of user account on the server (mailbox, windows and Apple Mac) user account and desktop and laptop. Provide it support on Apple Mac products and tablets & cell phones. •Unlocking of password on Server. Ensure the Implementation of IT Services Desk policies. Perform backup's information and anti-virus support and offsite storage. Ensure the availability of emails services, internet services, and application services on workstations. Ensure installation, maintain, support telephone system and network. •Verify performed installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify the provision of network cabling. Install networked photocopiers etc. Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the configuring mainframe applications (BAS, PERSAL, ITS, VIP) and troubleshooting of all issues reported, etc. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information systems such as database to ensure integrity and security of data, etc. Server Administration, security of all Technology and Network Configuration: Monitoring server and switches health check and security of all Technology. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Connect and setup hardware, load all required software and programmes. Ensure hardware is stripped and secured before disposal. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.

ENQUIRIES

APPLICATIONS

: Mr. S Mketi at Tel No: (044-8840359)
: Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za

FOR ATTENTION

NOTE

: Mr. M.E Gcuwa
: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications send to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College

invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees. (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: Earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

CLOSING DATE

:

11 February 2022 at 16:00

DEPARTMENT OF HOME AFFAIRS



APPLICATIONS : E-mail: imsrecruitment@dha.gov.za

CLOSING DATE : 04 February 2022

NOTE : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, 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); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. 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. 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 02/165 : **DEPUTY DIRECTOR-GENERAL: IMMIGRATION SERVICES REF NO: HRMC 4/22/1**
Branch: Immigration Services

SALARY : R1 521 591 - R1 714 074 per annum (Level 15), (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 : Head Office, Pretoria

REQUIREMENTS : An undergraduate as well as a postgraduate qualification in Public Management and Administration /Social Sciences or any cognate field, at NQF level 7 and 8, as recognized by SAQA. 8 - 10 years' experience at a Senior Managerial level. A Master's degree in a relevant field will serve as an added advantage. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its Regulations of 2000 and the Refugee Act. In depth knowledge of the Immigration Systems and Controls. Knowledge and in depth understanding of Refugee Act and its Regulations. In depth knowledge of the Citizenship Act and Travel document & passports Act. Knowledge of the International Conventions on Immigration. Understanding of International and continental (Regional protocols). Knowledge and understanding of South Africa's foreign policy. Knowledge of controls and structures for the enforcement of the

Immigration Act. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Finance Management Act and Treasury Regulations. Understanding of Good Corporate Governance principles (King III). Understanding of management principles and concepts. Understanding of the Aviation Industry requirements for Ports of Entry. Knowledge and understanding of sector needs and business requirements. Strategic capability and leadership. Service delivery innovation, people management and empowerment. Program and project management. Presentation skills and business report writing. Communication and decision making. Problem solving and analysis. Influencing, networking, planning and organizing. Interpersonal, negotiation, technical and commercial skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction and ensure the strategic positioning of the Branch. Manage the development and preparation of strategic planning for the Branch. Manage the development, monitoring and review of strategic plans for the Branch in line with the departmental strategic objectives. Ensure provision of strategic leadership and expert advice on the interpretation and implementation of the National Immigration Act, and its Regulations. Ensure effective definition of the performance measures in order to evaluate the success of the Branch strategic objectives. Manage the design and implementation of high level Operational Plans with relevant Chief Directors and track progress nationally. Liaise with the Accounting Officer on matters that have strategic and financial implications. Manage and establish relationship with all Departmental Branches, Immigration Authorities/Agencies, international stakeholders and other spheres of government in relation to Immigration strategic matters. Manage the formulation, planning and coordination of Immigration programmes and projects. Ensure innovation and service delivery within the Branch. Manage the integration of national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Ensure consistent, reliable and accurate permitting function. Ensure effective service delivery at Foreign Missions abroad regarding Immigration matters. Ensure the development of policies and procedures in relation to Admissions and Departures to and from South Africa. Ensure effective and human management of Refugees in compliance with the Refugee Act no. 130 of 1998 and regulations of 2000. Manage controls and structures for the enforcement of the Immigration Act. Develop and implementation of policy and procedure, directive Acts and regulations. Develop and review communications policies and code of practice for the Branch. Manage the implementation of governance, frameworks and procedures. Ensure relationship with external Auditors and other quality assurance providers. Ensure compliance with policies, procedures, and prescripts. Ensure determination of appropriate resources to achieve objectives. Manage and monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Ensure compliance with legislation, regulations and Departmental policies and procedures. Manage the production of annual reports in line with corporate strategy. Manage human, financial and physical resources. Ensure budget spending is maximized in line with strategic objective. Ensure reporting on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Ensure co-ordination of memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure the Branch utilization of staff. Evaluate and monitor performance and appraisal of employees.

**ENQUIRIES
NOTE**

: Ms C Mocke Tel No: 082 301 8580
 : Quoting the relevant reference number, direct your CV, copies of qualifications together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date.

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- CLOSING DATE** : 11 February 2022. 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. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a comprehensive CV and copies of qualifications and Identity Document or any other relevant documents. 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 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 02/166** : **CHIEF DIRECTOR: FOREIGN SERVICE (UNITED NATIONS – POLITICAL)**
 Branch: Global Governance & Continental Agenda
 Chief Directorate: United Nations
- SALARY** : R1 251 183 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 REQUIREMENTS** : Head Office, Pretoria
- : An undergraduate qualification (NQF level 7) as recognised by SAQA 5 years of experience at senior managerial level Competencies: Knowledge and Understanding of Legislative Framework governing the Public Service Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Knowledge and insight into South Africa's History Excellent managerial skills In-depth knowledge and understanding of South Africa's foreign policy Extensive understanding of International politics Good understanding of multilateral and international peace and security politics Liaison with internal and external stakeholders Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills People management and empowerment High degree of strategic and analytical thinking Well-developed project management skills

DUTIES

Detailed knowledge of multilateral and international peace and security politics which includes relevant multilateral and international organisations including issues related to the UN Security Council (UNSC), UN General Assembly (UNGA) and Disarmament, Non-Proliferation and arms control. Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements.

: Provide strategic management for South Africa's participation in General Assembly and interaction with UN Security Council, as well as peace and security issues before the UN and other multilateral forums. Formulate negotiating positions, statements and guidance for South Africa's participation in UN peace and security structures; Prepare statements for media briefing and coordinate interdepartmental meetings; Oversee and coordinate SA's implementation of UN Security Council sanctions measures and other Chapter VII resolutions; Provide briefing documents and recommendations to political principals for multilateral and bilateral engagements. Prepare for South Africa's annual participation in the high-level segment of the UN General Assembly Provide strategic management of South Africa's participation on disarmament, non-proliferation and arms control of all weapons of mass destruction and conventional weapons. Prepares for, and participate in, multilateral WMD and conventional arms meetings; Ensure that non-proliferation export controls do not deny developing countries access to advanced technologies required for peaceful purposes and their developmental needs; Serve on the Board of Directors of the Nuclear Energy Corporation of South Africa (NECSA) in order to ensure that the goals of the Nuclear Energy Act are actively pursued; Serve on the National Conventional Arms Control Committee (NCACC) and its structures in order to ensure the implementation of a legitimate, effective and transparent control process through adherence to international treaties and agreements and proper accountability in the trade in conventional arms; Prepare for, and participate in, domestic WMD and dual-use control meetings; Liaise with foreign embassies and domestic stakeholders and provide foreign policy input to finalise all requests for foreign military vessels to access South Africa's territorial waters. Coordinate and direct South Africa's participation in the activities of the UN 5th Committee, Candidatures, NAM and Commonwealth. Act as the principal coordination point for South Africa's participation in NAM structures including high-level participation at NAM Summits and NAM Ministerial meeting; Coordinate and support South Africa's participation in the Commonwealth including at high-level meetings (e.g. annual commonwealth Foreign Affairs Ministers Meetings and biennial Commonwealth Heads of Government Meetings (CHOGM)); Support South Africa's participation in the administrative and budgetary processes of the United Nations, through the developing of broad directives on budgetary, administrative issues that appear on the UNGA agenda; Manage and coordinate South Africa's approach to global policy making regarding crime and narcotics Provide foreign policy guidance to relevant national stakeholders on crime prevention and criminal justice in navigating complex international dynamics; Promote South Africa's position at regional and international platforms through lobbying, statements, directives, and awareness raising; Co-ordinate national activities towards the monitoring and the review of implementation of crime and drugs related treaties and resolutions; Develop and interpret policy options, mechanisms and avenues for achieving South Africa foreign policy objectives on crime and drugs issues; Contribute to standards and norm setting pertaining to the combating of new and emerging crimes in line with South Africa's interest, e.g. Cybercrime, environmental crime and trafficking in precious metals. Manage the overall performance of the Chief Directorate and related Missions, and participate in corporate governance Manage financial resources: Manage and control the budget Authorize and control expenditure Ensure no irregular, fruitless and wasteful expenditure Ensure compliance to all financial and procurement policies and procedures Provide leadership and manage human resources Manage work distribution and ensure employees are trained and utilised Implement performance management and development processes and apply formal disciplinary actions. Ensure compliance to HR policies and procedures Provide positive esprit de corps Manage Planning Participate in the development of the Departmental Plans and Missions. Develop and manage the Chief Directorate Business Plans and Missions. Monitor and Evaluate Manage overall performance of the Chief Directorate and Missions

**ENQUIRIES
APPLICATIONS**

Monitor implementation of Chief Directorate Plans and Missions Contribute to the Department reporting processes Participate in corporate governance Represent the Chief Directorate in departmental governance structures and process to contribute to improved governance Honour appointments to Departmental committees Participate in the development and monitoring of the Audit Action Plan. Mr J Matji Tel No: (012) (012) 301 8764 / (012) 351 1576 / (012) 351 1033
Please e-mail your application to cdfsun@dirco.gov.za. Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

POST 02/167

CHIEF DIRECTOR: FOREIGN SERVICE (AFRICAN UNION)
Branch: Global Governance & Continental Agenda
Chief Directorate: African Union

SALARY

R1 251 183 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 candidate will be required to sign performance contract with the Director-General.

**CENTRE
REQUIREMENTS**

Head Office, Pretoria
An undergraduate qualification (NQF level 7) as recognised by SAQA in Political Science or related fields. 5 years of experience at senior managerial level in International Relations or related fields. Competencies And Skills: Knowledge and Understanding of Legislative Framework governing the Public Service Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Knowledge and insight into South Africa's History Understanding of International Trade and Investment Excellent managerial skills In depth Knowledge and understanding of South Africa, the region as well as the Continent. Good understanding of International agreements, treaties, resolutions, commitments and outcomes of major global development conferences. Extensive understanding of International politics Good understanding of global economic issues Liaison with internal and external stakeholders Understanding of Batho Pele principles People management and empowerment Policy analysis and Development Financial management and understanding of the PFMA Well-developed strategic capacity and leadership skills High degree of strategic and analytical thinking Well-developed project management skills.

DUTIES

To coordinate South Africa's role in African Union politics and governance issues. Strengthen, support and participate in the AU, its institutions and processes; Support to political principals at the statutory and ad hoc AU Summits and Ministerial meetings; Host, support & strengthen the Pan African Parliament (PAP); Support and facilitate the strengthening of AU sectors of social development such as Health, Education, Labour, Children and Vulnerable groups and Migration; Engage the African Diaspora; Promote and facilitate the secondment of South Africans in the AU Commission and other AU institutions. To provide strategic guidance for South Africa's participation in general political, as well as peace and security issues before the UN and other multilateral forums. Support political principals to UNGA meetings; Prepare for South Africa's annual participation in the high-level segment of the UN General Assembly; Formulate negotiating positions, statements and guidance for South Africa's participation in UN Fourth Committee (general political and decolonisation) Formulate negotiating positions, statements and guidance for South Africa's participation in UN Fifth Committee. To coordinate South Africa's role in NEPAD and manage South Africa's partnerships with other African countries. Coordinate implementation of NEPAD programmes; Provide support to the Personal Representative of the President to NEPAD and political principals NEPAD structure, including the HSGOC and Steering Committee. Coordinate Implementation of AU Summit decisions regarding integration of NEPAD into AU structures & processes; Promote and facilitate the secondment of South Africans to NEPAD and its institutions; Manage South Africa's partnerships with other countries on the implementation of foreign policies and programmes of Government. Provide strategic leadership and management support in the Chief Directorate and to South African missions abroad in promoting the interests of the

country. Identify the foreign policy priorities to be actioned by the missions; Manage the development and implementation of the Business Plans; Ensure co-ordination and cooperation between Missions performance in a specific geographical area; Interact with HOM regarding Mission performance and programmes; Collaborate with Missions to initiate recommendations/proposals for State Visits, Official Visits, BNC's and JBC's; Supervise the work and performance of South Africa's diplomatic missions in the region under your responsibility. Participate in the development of the Departmental Strategic Plan.

**ENQUIRIES
APPLICATIONS**

: Mr J Matji Tel No: (012) 301 8764 / (012) 351 1576 / (012) 351 1033
: Please e-mail your application to cdfsau@dirco.gov.za. Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

OTHER POST

POST 02/168

: **PRINCIPAL STATE LAW ADVISOR (INTERNATIONAL LAW)**
Office of the Chief State Law Advisor (International Law)

SALARY

: R1 285 158 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 candidate will be required to sign a performance contract.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: Applicants must be in possession of at least an LLB degree, which includes a course in Public International Law. At least 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 research legal opinions. A Master's degree in Public International Law or in another applicable field of law will serve as an advantage. Certificate for entry into the Senior Management Service obtained from the National School of Government. Admittance as an Attorney or Advocate. Competencies: Analytical skills in the practical application of law, including International Law. Legal research capabilities. Good verbal and written communication skills. Leadership and managerial skills. Computer literacy. Good interpersonal relations. Financial management skills. People management and empowerment. Client orientation/customer focus.

DUTIES

: Write legal opinions on International Law to all State Departments in national, provincial and local sphere of Government and other organs of state. Write legal opinions and provide legal advisory services and guidance to Department. Draft, scrutinize, negotiate and certify international agreements. Draft and comment on briefing documents, submissions, reports and position papers for principals or delegations. Provide diplomatic functions in relation to international law matters where required. Draft and vet contracts, Memoranda of Understanding, Service Level Agreements and other legal documents relating to matters pertaining to the operations of the Department and its missions abroad. Ensure compliance with legislation, regulations, policies and frameworks, and undertake legal research to provide sound legal advice to the Department. Manage and oversee the litigation of and against the Department, compile instructions to State Attorneys and manage the progress until finalization. Maintain the contingent liability register for the Department. Support the Chief State Law Adviser (International Law) in allocated management functions for the Office. Plan and organize work and manage and supervise staff. Coach and mentor subordinates.

**ENQUIRIES
APPLICATIONS**

: Mr J Matji Tel No: (012) 301 8764 / (012) 351 1576 / (012) 351 1033
: Please e-mail your application to psla@dirco.gov.za. Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 07 February 2022

NOTE : Interested applicants must submit their applications for employment to the email address specified in the post. The documents must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates and must be produced during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. 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 be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 02/169 : **DIRECTOR: GUARDIAN FUNDS REF NO: 21/257/CFO**
Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree in Financial Management/or Public Administration at NQF level 7 (with Accounting as a major subject); A minimum of six (6) years relevant experience in financial and trust funds environment; Minimum of 5 years' experience at middle managerial level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver's license. The following will serve as added advantages: Knowledge of the Department of Justice and Constitutional Development and its trust functions and services; Experience in Third Party Funds administration, the Guardian Fund System and working knowledge of SAP; Skills and Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity.

DUTIES : Key Performance Areas: Oversee Guardian Funds Financial and Accounting operations; Oversee Guardian Funds Reporting and Audit Facilitation; Manage Guardian Funds bank reconciliations in terms of National Treasury Regulations (NTR) /Departmental Financial Instructions / Policies/ Circulars and Procedure Manuals; Compile trail balance, annual financial statements and annual report from information gathered from Master's Office, Chief Master, Systems utilised and other sources in line with generally accepted accounting practice; Manage Financial Policy and prescripts formulation and regulations within the Directorate. Provide

Guardian Funds Support and advice to the CFO/Accounting Officer and all levels of Departmental management.

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

NOTE : Preference will be given to women and people with disability.

OTHER POSTS

POST 02/170 : **FAMILY ADVOCATE; LP7) REF NO: 2021/133/GP**
 (Re-Advertisement)

SALARY : R774 660 – R834 525 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Johannesburg
 : An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification litigation experience; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.

ENQUIRIES APPLICATIONS : Ms R Moabelo Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg; 2000

POST 02/171 : **FAMILY ADVOCATE; LP7-LP8 (X2 POSTS)**
 Re-advertisement; candidates who previously applied are encouraged to re-apply)

SALARY : R774 660 – R1 285 149 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate, Upington Ref No: 53/21//NC/FA-UPT
 Family Advocate, Kimberley Ref No: 54/21//NC/FA-KIM
 : LLB Degree or recognized 4-year legal qualification; Admitted as an Advocate or qualifies to be admitted as an Advocate of the High Court; The right of appearance in the High Court of South Africa; At least 5 years' appropriate post qualification, litigation experience; A valid driver's license. Skills and Competencies: Litigation; Trial Advocacy; Legal research and drafting; Mediation; Report Writing; Case flow management; Computer literacy.

DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Peruse and endorse court documents; Institute inquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Travel to attend to relevant circuit courts within the province.

ENQUIRIES APPLICATIONS : Ms. C Van Wyk Tel No: (053) 838 4563
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand deliver at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

NOTE : Separate application must be made quoting the relevant reference no.

- POST 02/172** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO: 22/01/DG**
- SALARY** : R744 255 – R876 255 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) in Project Management, Information & Communication Technology or equivalent; Minimum of 3 years' experience in managerial level; Knowledge of Corporate Governance of ICT Policy Framework; Knowledge and understanding of the Justice system, Public Service Regulations and Public Finance Management Act; Skills And Competencies: Applied strategic thinking; Applying technology; Budgeting and Financial Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing others; Diversity Management; Planning and organizing; Networking and Building Bonds; Problem Solving and Decision Making; Project management; Communication and Information Management.
- DUTIES** : Key Performance Areas: Coordinate IJS projects and initiatives on behalf of the JCPS cluster; Coordinate and report on all project's deliverables of the IJS programme; Coordinate the provision of technical systems development and integration support through IJS Transversal Hub; Monitor adherence to appropriate governance functions in accordance with IJS programme guidelines, policies and principles; Provide effective people management.
- ENQUIRIES** : Mr. O Melato Tel No: (012) 315 1351
- 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 02/173** : **DEPUTY DIRECTOR: CONTINUOUS IMPROVEMENT REF NO: 22/02/DG**
- SALARY** : R744 255 – R876 255 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) in Project Management, Information & Communication Technology or equivalent; Minimum of 3 years' experience in managerial level; Knowledge of Corporate Governance of ICT Policy Framework; Knowledge and understanding of the Justice system, Public Service Regulations and Public Finance Management Act; Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and Financial Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing others; Diversity Management; Planning and organizing; Networking and Building Bonds; Problem Solving and Decision Making; Project management; Communication and Information Management.
- DUTIES** : Key Performance Areas: Facilitate continuous improvement of the IJS programmes, systems and processes; Coordinate mechanism to facilitate the integration of IJS knowledge and innovation; Facilitate and coordinate quality assurance; Coordinate and facilitate programme change strategies; Provide effective people management.
- ENQUIRIES** : Mr. O Melato Tel No: (012) 315 1351
- 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 02/174** : **DEPUTY DIRECTOR: STRATEGIC PROJECT MANAGEMENT REF NO: 22/03/DG**
- SALARY** : R744 255 – R876 255 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) in Project Management, Information & Communication Technology or equivalent; Minimum of 3 years' experience in managerial level; Knowledge of Corporate Governance of ICT Policy Framework;

- Knowledge and understanding of the Justice system, Public Service Regulations and Public Finance Management Act; Skills And Competencies: Applied strategic thinking; Applying technology; Budgeting and Financial Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing others; Diversity Management; Planning and organizing; Networking and Building Bonds; Problem Solving and Decision Making; Project management; Communication and Information Management.
- DUTIES** : Key Performance Areas: Coordinate strategic project management in the department; Coordinate IJS programme governance, risk and compliance; Provide stakeholder relations for specialist project management function to IJS member departments; Design and evaluate Programme business benefits; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. O Melato Tel No: (012) 315 1351
: 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 02/175** : **COURT MANAGER REF NO: 2021/155/GP**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Krugersdorp
: Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three (3) year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.
- DUTIES** : Key Performance Areas; Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms R Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg; 2000
- POST 02/176** : **SENIOR ASSISTANT STATE ATTORNEY (LP5- LP6) (X3 POSTS)**
- SALARY** : R518 088 – R1 210 842 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Johannesburg Ref No: 21/267/SA (X1 Post)
Mahikeng: Ref No: 21/268/SA (X1 Post)
Nelspruit Ref No: 21/273/SA (X1 Post)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting system and trust accounts; The right of appearance in the High Court of South Africa; Understanding of "State Litigation Policies and transformation objective as well as the Constitution of South Africa; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy;

- Communication skills (written and verbal) with ability to moderate and lead people ; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates' Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Attend to liquidation and insolvency queries, conveyancing and notarial services; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Ms. KC Ngomani Tel No: (012) 357 8664 & Mr. E Seerane Tel No: (012) 315 1780
: 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. 2. A current certificate of good standing from the relevant Law Society must accompany the application.
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
- POST 02/177** : **ASSISTANT DIRECTOR REF NO: 182/19EC**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Port Elizabeth
: A three-year Degree/National Diploma in Management/Administration or a relevant equivalent qualification at NQF6; At least three years managerial / supervisory experience in the field of finance or administration or human resource management; A valid divers license; Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable.
- DUTIES** : Key Performance Areas: Manage and support of case flow within the Criminal-, Civil-, and Family Courts; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Compile an analyze court statistics to show performance trends; To perform any other duties that may be allocated by the Court Manager.
- ENQUIRIES APPLICATIONS** : Ms N Nghona Tel No: (043) 702 7000 / 7038
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 02/178** : **SENIOR AUDITOR: INTERNAL AUDIT REF NO: 21/263/IA**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Bloemfontein
: An appropriate three year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years' experience in Internal Auditing of which at least one should be as a team leader or potential to lead a team; Studying towards a relevant professional qualification; Candidates must be able to audit business research risk assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will be required to complete a security clearance; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

- DUTIES** : Key Performance Areas: Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan; Conduct a full internal audit engagement; Develop the engagement work program; Develop findings and recommendations for the enhancement of controls/processes; Compile and review audit report for each engagement; Monitor progress on the implementation of agreed upon action plans; Review performance and provide coaching and guidance to staff; Allocate duties and perform quality control on the work delivered by subordinates; Coach, Lead, train and develop new team members and monitor progress on audit projects.
- ENQUIRIES APPLICATIONS** : Mr. O Melato Tel No: (012) 315 1351
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001.OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 02/179** : **INTERNAL AUDITOR REF NO: 21/261/IA**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : East London
: An appropriate three year Degree/National Diploma majoring in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Financial Management Act (PFMA); Knowledge of the standards set by the institute of Internal Auditors (IIA); Skills And Competencies ; Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills ;Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Conduct risk assessments and draft reports; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Conduct ad – hoc assignments and follow – up audits; Assist in the administration of the Internal Audit Activity.
- ENQUIRIES APPLICATIONS** : Ms M Modibane Tel No: (012) 315 1668
: Quoting the relevant reference number, direct your application to Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 02/180** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) (X4 POSTS)**
- SALARY** : R305 973 – R859 752 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Johannesburg Ref No: 21/266/SA (X1 Post) and Cape Town Ref No: 21/274/SA: (X3 Posts)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and / or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
- ENQUIRIES APPLICATIONS** : Ms. KC Ngomani Tel No: (012) 357 8664 & Mr. E Seerane Tel No: (012) 315 1780
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development,

Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply. 2. A current certificate of good standing from the relevant law Society must accompany the application. Separate applications must be made quoting the relevant reference

POST 02/181 : **CHIEF REGISTRY CLERK REF NO: 21/259/JC**

SALARY : R261 372 – R307 890 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria: (Justice College)
: Grade 12 certificate or equivalent; 3 years' experience required; Knowledge of registry duties, practices as well as ability to capture data and operate computer; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment. Skills and Competencies: Communication skills (verbal and written); Interpersonal and organizational skills; Computer literacy; Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Key Performance Areas: Supervise and provide registry counter services; Supervise the handling of incoming and outgoing correspondence; Supervise and render an effective filing and record management service; Supervise the operation and operate office machines in relation to the registry function; Supervise the processing and process documents for archiving and/disposal; Supervise human resource/staff.

ENQUIRIES APPLICATIONS : Ms P Leshilo Tel No: (012) 357 8240
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

NOTE : People with disabilities are encouraged to apply.

POST 02/182 : **PROVISIONING ADMINISTRATIVE OFFICER (SUPPLY CHAIN) REF NO: 21/ 90 /FS**
Re-advertisement, applicants who previously applied are encouraged to apply/re-apply)

SALARY : R261 372 – R307 890 per annum. The successful candidates will be required to sign a performance agreement

CENTRE REQUIREMENTS : Regional Office: Free State
: An appropriate three year Commercial/Administrative Degree/ National Diploma or relevant equivalent qualification NQF6; At least 3 years working experience in the Supply Chain Management environment; A valid driver's license; Knowledge of SCM Framework; Knowledge of Preferential Procurement Policy Framework Act, (PPPFA); BBBEE and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Exceptional report writing skills; Ability to work under pressure and be self-motivated; Good interpersonal relations.

DUTIES : Key Performance Areas: Ensure compliance to the PPPFA, Departmental Financial Instructions and PFMA; Attend and provide feedback from the Regional Bid Committee, procurement administration office and Regional Control Committee; Provide procurement support to Magistrate Courts; Monitor the progress of all quotations and provide reports; Monitor and control invitation of quotations in terms of the validity; Manage and control open orders on JYP and creditors; Assist end users with development and consolidation of procurement plans; Conduct supplier on Government Central Supplier Database, PERSAL, National Treasury list of defaulters and list of restricted entities; Control of lease register for the province and exercise delegations; Supervise staff in the Demand and Acquisition management section.

ENQUIRIES : Ms. N Dywili Tel No: (051)4071800

- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 02/183** : **SENIOR COURT INTERPRETERS REF NO: 21/95/FS (X2 POSTS)**
(Re-Advertisement)
- SALARY** : R261 372 –R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Bloemfontein
- REQUIREMENTS** : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Bloemfontein: English Afrikaans, IsiXhosa, IsiZulu & Sesotho.
- DUTIES** : To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confession; Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 02/184** : **SENIOR COURT INTERPRETER (X5 POSTS)**
- SALARY** : R261 372 - R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, East London Ref No: 162/21EC
Magistrate, Mdantsane: Ref No: 163/21EC
Magistrate, King Williams Town: Ref No: 164/21EC
Magistrate, Sterkspruit: Ref No: 165/21EC
Magistrate, Mthatha: Ref No: 166/21EC
- REQUIREMENTS** : Grade 12 with 10 years' practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test – speak, read and written); The following may serve as an added advantage: Driver's license; Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES** : Mrs. N Nghona Tel No: (043) 702 7000 / 7138

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- NOTE** : separate application must be made quoting the relevant reference number
- POST 02/185** : **MAINTENANCE OFFICER MR 2 REF NO: 2021/177/GP**
- SALARY** : R233 712 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Johannesburg
: LLB Degree or recognized 4 years' legal qualification; At least 1 year appropriate post qualification legal experience; Knowledge of the maintenance system and family law matters; Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : MS P Raadt Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 02/186** : **MAINTENANCE OFFICER MR 2 REF NO: 2021/170/GP**
(Re Advertisement: Candidates who previously applied are encouraged to Re-apply)
- SALARY** : R233 712 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Vanderbijlpark
: LLB Degree or recognised 4 years' legal qualification; At least 1 year appropriate post qualification legal experience; Knowledge of the maintenance system and family law matters; Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : MS T Maphoto Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical Address: Regional Office –Gauteng ; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg

POST 02/187 : **MAINTENANCE OFFICER (MR1 – MR5) REF NO: 167/21EC**

SALARY : R201 387 – R926 193 per annum (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Dutywa (Will also be responsible to work at other offices e.g. Willowvale, Tsomo, Nqamakwe and Centane)

REQUIREMENTS : LLB Degree or a four year recognized legal qualification; A valid driver's license (Attach a clear copy); Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters;

DUTIES : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics; Any other administrative functions as required from time to time.

ENQUIRIES : Mrs. De Kock Tel No: (043) 702 7000 / 7130

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 02/188 : **MAINTENANCE OFFICER: (MR1 – MR5) REF NO: 169/21EC**

SALARY : R201 387 – R926 193 per annum, (Salary will be determined in accordance with OSD determination).The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Lusikisiki (Will also be responsible to work at other offices e.g. Port St Johns and Flagstaff)

REQUIREMENTS : LLB Degree or a four year recognized legal qualification; A valid driver's license (Attach a clear copy); Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.

DUTIES : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics; Any other administrative functions as required from time to time.

ENQUIRIES : Ms. Nghona Tel No: 043 702 7000 / 7138

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 02/189 : **MAINTENANCE OFFICER (MR1 – MR5) REF NO: 170/21EC**

SALARY : R201 387 – R926 193 per annum, (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Port Elizabeth (Will also be responsible to work at other offices in the cluster)

REQUIREMENTS : LLB Degree or a four year recognized legal qualification; A valid driver's license (Attach a clear copy); Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.

DUTIES : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics; Any other administrative functions as required from time to time.

ENQUIRIES : Ms. Nghona Tel No: 043 702 7000 / 7138

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 07 February 2022
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

MANAGEMENT ECHELON

- POST 02/190** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**
Asset Forfeiture Unit
- SALARY CENTRE** : R1 308 345 per annum (Level 14), (Total Cost Package)
Mmabatho Ref No: Recruit 2022/01(Re-advert)
Durban Ref No: Recruit 2022/02 (Re-advert)
Pretoria Ref No: Recruit 2022/03 (Re-advert)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney /or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills.

Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.

DUTIES : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No: 012 845 6638
Mmabatho e mail: Recruit202201@npa.gov.za
Durban e mail: Recruit202202@npa.gov.za
Pretoria e mail: Recruit202203@npa.gov.za

POST 02/191 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/04**
Asset Forfeiture Unit

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney /or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. The ability to act independently. Willing to travel and able to work extended hours.

DUTIES : Undertake Litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No: 012 845 6638
e mail: Recruit202204@npa.gov.za

POST 02/192 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/05**
Specialised Commercial Crime Unit

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : Bloemfontein
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.

DUTIES : Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts present the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Generally conduct prosecution on behalf of the state. Ensure a high standard of professionalism and quality of work.

ENQUIRIES :
APPLICATIONS : Lemmer Ludwick Tel No: 051 410 6001
e mail: Recruit202205@npa.gov.za

<u>POST 02/193</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package)
	:	DPP: Bloemfontein Ref No: Recruit 2022/06
	:	DPP: Kimberley Ref No: Recruit 2022/07 (Re-advert)
	:	DPP: Cape Town Ref No: Recruit 2022/08 (X2 Posts)
	:	DPP: Mmabatho Ref No: Recruit 2022/09
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539 DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit202206@npa.gov.za DPP: Kimberley e mail: Recruit202207@npa.gov.za DPP: Cape Town e mail: Recruit202208@npa.gov.za DPP: Mmabatho e mail: Recruit202209@npa.gov.za
<u>POST 02/194</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/10</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 308 345.00 per annum (Level 14), (Total Cost Package)
<u>REQUIREMENTS</u>	:	Pretoria Head Office
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Head of NPS. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and

guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Phuti Mahanyele Tel No: 012 845 6945
APPLICATIONS : e mail Recruit202210@npa.gov.za

POST 02/195 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/11**
 Specialised Commercial Crime Unit

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : Mmabatho
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.

DUTIES : Guide investigations and conduct prosecution of identified serious and complex cases. Exercise oversight on and give any necessary advice and report to the Head of SCCU. Ensure that decisions to prosecute or not to prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directives. Provide high level and well researched opinions and reports to the Head of SCCU. Manage and direct governance and operations in the SCCU. Monitor and review strategy and operations. Provide enterprise performance reports. Liaise with regional offices and arrange meetings in this regard. Render professional advice to the Head of SCCU as required. Ensure that plans are in place to promote good stakeholder and partner engagement. Ensure that the national strategy and annual plan of the SCCU are developed and implemented. Monitor delivery of the regional offices in line with the strategy and plan. Continuously analyse, review and monitor operational performance of the offices in order, inter alia. To identify any operational deficiencies and monitor the achievement of strategic objectives and annual targets. Develop any performance or delivery improvement plans or make such interventions as circumstances may require. Initiate and implement training initiatives by establishing training needs both at national and regional levels. Meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of the SCCU.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit202211@npa.gov.za

POST 02/196 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/12**
 National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : DPP: Pretoria
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good

advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Godfrey Ramakuela Tel No: 012 351 6808
: e mail Recruit202212@npa.gov.za

POST 02/197 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/13**
National Prosecutions Services

SALARY CENTRE : R1 308 345 per annum (Level 14), (Total Cost Package)
: DPP: Mmabatho (Tax Unit)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Flora Kalakgosi Tel No: 018 381 9041
: e mail: Recruit202213@npa.gov.za

POST 02/198 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/14**
National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)

CENTRE : DPP: Grahamstown (DDPP: Bisho) (Tax Unit)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with 30 representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Anthony Bean Tel No: 046 602 3000

APPLICATIONS : e mail: Recruit202214@npa.gov.za

POST 02/199 : **CHIEF PROSECUTOR REF NO: RECRUIT 2022/15**
National Prosecutions Service

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)

CENTRE : CPP: Bellville

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : Francios Brandt Tel No: 021 487 7144
APPLICATIONS : e mail: Recruit202215@npa.gov.za

OTHER POSTS

POST 02/200 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/16 (X2 POSTS)**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Limpopo (OCC)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Admitted advocate and/or attorney will be an added advantage. Ability to act independently. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Willing to travel and work extended hours. Ability to do legal research. Knowledge of asset forfeiture law will be an added advantage.

DUTIES : Conduct prosecution of serious, complex and organized crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the state. Ability check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Thuba Thubakgale Tel No: 15 045 0285
APPLICATIONS : e mail: Recruit202216@npa.gov.za

POST 02/201 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/17**
National Prosecutions Services

SALARY : R997 764.per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Pietermaritzburg

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex

matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

- ENQUIRIES APPLICATIONS** : Thabsile Radebe Tel No: 033 392 8753
: e mail: Recruit202217@npa.gov.za
- POST 02/202** : **SENIOR STATE ADVOCATE**
Specialised Commercial Crimes Unit
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (LP-9)
- CENTRE** : Port Elizabeth (East London) Ref No: Recruit 2022/18 (X2 posts)
Port Elizabeth Ref No: Recruit 2022/19
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of Civil and/ or Criminal procedures. Willing to travel. Able to work extended hours. Proficiency in prosecutions (information should be provided about experience of Commercial crime prosecution), competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations (applicants are required to indicate what experience, if any, they have in the prosecution of Commercial crime cases including Fraud, Theft, Corruption and Money-laundering). Good interpersonal, analytical, presentation and communication skills. Ability to act independently. Strong computer skills.
- DUTIES** : Conduct prosecutions of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
- ENQUIRIES APPLICATIONS** : Nosiseko Dome Tel No: 012 842 1465
: e mail: Port Elizabeth (East London) Recruit202218@npa.gov.za
Port Elizabeth e mail: Recruit202219@npa.gov.za
- POST 02/203** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/20**
(Re-advert)
National Prosecutions Services
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DDPP: Durban (OCC)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.
- DUTIES** : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Siyanda Salman Tel No: 031 334 5272

<u>APPLICATIONS</u>	:	e mail Recruit202220@npa.gov.za
<u>POST 02/204</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE</u>	:	CPP: Polokwane Ref No: Recruit 2022/21 CPP: Cape Town (Goodwood) Ref No: Recruit 2022/22
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings of general and more advanced nature. Represent the State in all courts. Prepare cases for court and draft charge sheet and other proceedings of the court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285; CPP: Cape Town (Goodwood) Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Polokwane e mail: Recruit202221@npa.gov.za CPP: Cape Town (Goodwood) e mail: Recruit202222@npa.gov.za
<u>POST 02/205</u>	:	<u>SENIOR STATE ADVOCATE</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) – R1 559 616 per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Johannesburg Ref No: Recruit 2022/23 Mthatha Ref No: Recruit 2022/24
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years' post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Valid driver's licence recommended.
<u>DUTIES</u>	:	Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property / assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court, training of NPA staff in the use of asset forfeiture procedures. Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Johannesburg e mail: Recruit202223@npa.gov.za Mthatha e mail: Recruit202224@npa.gov.za
<u>POST 02/206</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/25</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	Durban

<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: 031 335 6617 e mail: Recruit202225@npa.gov.za
<u>POST 02/207</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/26</u> National Prosecutions Service
<u>SALARY</u>	:	R859 752 per annum (Total Cost Package) to R1 405 245 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Welkom (Bethlehem) An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: 051 410 6001 e mail: Recruit202226@npa.gov.za
<u>POST 02/208</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: RECRUIT 2022/27</u> Strategy Management Office
<u>SALARY</u>	:	R744 255 per annum (Level 11), (Total Cost Package) (MMS)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. At least three years working experience in the strategic, business or performance monitoring environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to effectively and timely coordinate the submission of all organizational performance information reports on a national and regional level.

Knowledge of the prosecutorial environment or sound knowledge of the Criminal Justice System will be an added advantage. Excellent monitoring and evaluation skills. Excellent interpersonal communication skills (verbal and written). Excellent report writing and the ability to write high level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of service delivery improvement practices and prescripts in the government sector. Good knowledge of performance information management practices and prescripts in the public sector. Good knowledge on compliance requirements for the performance information management field. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Analytical and strategic thinking skills. Problem solving skills. Good interpersonal and customer relation skills.

DUTIES

: Manage business unit and regional performance information. Monitor and evaluate the business unit and regional performance in line with their annual performance plans. Monitor the execution of the national and regional operational plans. Collation, analysis and interpretation of organisational performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Performance Information Management. Keep up to date with compliance requirements and best practice in the field of Performance Information Management and Service Delivery Improvement. Manage the Service Delivery Improvement Plan within the NPA.

**ENQUIRIES
APPLICATIONS**

: Alicia Victor Tel No: 012 845 6269
: e mail: Recruit202227@npa.gov.za

POST 02/209

: **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT PROGRAMME**
: **REF NO: RECRUIT 2022/28**
: Strategy Management Office

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 per annum (Level 11), (Total Cost Package) (MMS)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least three years working experience in the Service Delivery Improvement environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the prosecutorial environment or sound knowledge of Criminal Justice System will be an added advantage. Excellent monitoring and evaluation skills. Excellent interpersonal communication skills (verbal and written). Excellent report writing skills and ability to write high level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of the Public Service Act and Regulations and PFMA. Good knowledge of service delivery improvement practices and prescripts in the government sector. Good knowledge of the compliance requirements for service delivery field. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Analytical and strategic thinking skills. Problem solving skills. Good interpersonal and customer relation skills.

DUTIES

: Facilitate the development and review of the NPA SDIP Plan. Develop and review the service charter for the organisation. Develop the complaints and compliments management framework. Promote customer care through Batho Pele change management training at the national and in the regions. Monitor the implementation of the SDIP Plan. Monitor the visibility and the implementation of the service charter. Monitor the implementation of the Batho Pele White Paper in the regions. Draft monthly and quarterly operational progress reports. Collate Batho Pele related matters. Participate in SDIP and Batho Pele fora. Manage the service delivery improvement plan within the NPA.

**ENQUIRIES
APPLICATIONS**

: Alicia Victor Tel No: 012 845 6269
: e mail: Recruit202228@npa.gov.za

POST 02/210 : **STATE ADVOCATE REF NO: RECRUIT 2022/29 (X2 POSTS)**
National Prosecutions Service

SALARY : R774 660.per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Limpopo (Polokwane) (OCC)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Study appeals and reviews. Attend to representations, prepare opinions and heads of argument and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Thuba Thubakgale Tel No: 015 045 0285
APPLICATIONS : e mail: Recruit202229@npa.gov.za

POST 02/211 : **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

SALARY : R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1 to SU-2)

CENTRE : CPP: Nelspruit (Lydenburg) Ref No: Recruit 2022/30
CPP: Empangeni Ref No: Recruit 2022/31

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.

DUTIES : Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686
CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274

APPLICATIONS : CPP: Nelspruit (Lydenburg) e mail: Recruit202230@npa.gov.za
CPP: Empangeni e mail: Recruit202231@npa.gov.za

POST 02/212 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE : CPP: Welkom Ref No: Recruit 2022/32
CPP: Cape Town Ref No: Recruit 2022/33

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
CPP: Cape Town Francios Brandt Tel No: 021 487 7144

APPLICATIONS : CPP: Welkom e mail: Recruit202232@npa.gov.za
CPP: Cape Town e mail: Recruit202233@npa.gov.za

POST 02/213 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/34**
National Prosecutions Service

SALARY : R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1 to SU-2)

CENTRE : CPP: Ladysmith

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES : Thabsile Radebe 033 392 8753

APPLICATIONS : e mail: Recruit202234@npa.gov.za

POST 02/214 : **PROTECTOR REF NO: RECRUIT 2022/35**
Office for Witness Protection

SALARY : R477 090 per annum (Level 10), (excluding benefits)

CENTRE : CPP: Limpopo (Polokwane)

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in VIP protection or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must have police, military or

correctional service basic training. Must have successfully completed a SWAT or Tactical Policing course. Must be competent in at least two official languages of which one must be English. Must be in possession of a Valid driver's license for a motor vehicle. Knowledge and experience of undercover work will be an added advantage. Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter and Batho Pele Principles. Knowledge of the functioning of the various levels of courts and the Criminal Justice System. Knowledge in cash handling and cash management. Knowledge of the Criminal Procedure Act, 1977, Knowledge of the Witness Protection Act, 1998 and knowledge of the PFMA,1999. Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analyst test. Knowledge and experience in the implementation of the provisions of the Minimum Information Security Standards (MISS). Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving and fitness assessment.

DUTIES : Assist with admission of witnesses and related persons into the Witness Protection Programme. Ensure safety, wellbeing and management of witnesses and extended families. Court protections and consultations. Assist in the transformation of all facets of the Witness Protection Programme to enhance service delivery to vulnerable and intimidated witnesses and related persons, law enforcement and prosecution. Assist in developing best practice module aligned to Bill of Rights, Batho Pele and United National Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally. Office Administration.

ENQUIRIES : LM Ledwaba Tel No: 015 045 0333
APPLICATIONS : e mail: Recruit202235@npa.gov.za

POST 02/215 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2022/36**
 Information Systems Management

SALARY : R382 245 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.

DUTIES : Implement, maintain and oversee the functioning of as electronic document management system. Provide best practice advice on records management technologies. Provide input in policy and procedure development for the implemented document management system. Provide training input and manual development. Schedule and present trainings on the records management. Provide input to maintain and update the approved file plan. Conduct regular compliance inspections. Manage special auditing and quality assurance processes and requests. Management of team. Submit monthly reports.

ENQUIRIES : Lerita Pretorius Tel No: 012 845 6640
APPLICATIONS : e mail: Recruit202236@npa.gov.za

POST 02/216 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2022/37**
 Office for Witness Protection
 (Re-advert)

SALARY : R261 372 per annum (Level 07), (excluding benefits)

CENTRE REQUIREMENTS : North West (Potchefstroom)
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs such as MS Word, Excel, and outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and asset management. Valid driver's license. Willing to undergo security clearance. Experience in handling cash and record cash transaction and know how to account for public funds according to PFMA.

DUTIES : Assist in managing Support Services. General Office administration. Management and governance. Capturing of financial records. Management accounting. Asset management. Record keeping.

ENQUIRIES APPLICATIONS : OJP Olivier Tel No: 018 290 3222
: e mail Recruit202237@npa.gov.za

POST 02/217 : **ADMINISTRATIVE OFFICER: FINANCE REF NO: RECRUIT 2022/38**
Office for Witness Protection

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07), (excluding benefits)
: KwaZulu-Natal (Durban)
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs such as MS Word, Excel, and outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and asset management. Valid driver's license. Willing to undergo security clearance. Experience in the handling of cash and recording cash transactions .Able to handle cash and record cash transaction and know how to account for public funds according to PFMA.

DUTIES : Assist in managing Support Services. General Office administration. Management and governance. Capturing of financial records. Management accounting. Asset management. Record keeping. Work under pressure and ensure adherence to timelines.

ENQUIRIES APPLICATIONS : M Uys Tel No: 031 334 5331
: e mail: Recruit202238@npa.gov.za

POST 02/218 : **LIBRARIAN REF NO: RECRUIT 2022/39**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07), (excluding benefits)
: DPP: Mpumalanga
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey Decimal Classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.

DUTIES : Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.

ENQUIRIES APPLICATIONS : Tebogo Mashile Tel No: 013 045 0686
: e mail: Recruit202239@npa.gov.za

POST 02/219 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/40**
Asset Forfeiture Unit

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail: Recruit202240@npa.gov.za

POST 02/220 : **SUPPLY CHAIN MANAGEMENT CLERK (FLEET) REF NO: RECRUIT 2022/41**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Port Elizabeth
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide support to the office with regards to the Asset Management function. Render asset management clerical support. Compile and maintain records (asset records/databases); check and issue furniture, equipment and accessories to components and individuals. Issuing of government vehicles. Conducting pre and post trip vehicle inspections. Ensure that all government vehicles are properly utilized and maintained.

ENQUIRIES : Andiswa Tengile Tel No: 012 842 1450
APPLICATIONS : e mail: Recruit202241@npa.gov.za

POST 02/221 : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2022/42**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Port Elizabeth
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : Andiswa Tengile Tel No: 012 842 1450
APPLICATIONS : e mail: Recruit202242@npa.gov.za

POST 02/222 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/43**
Sexual Offences and Community Affairs

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide secretarial, administration support and personal assistant service to the Director: Administration and delegated officials of the SOCA Unit. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate trainings, events, meetings or other engagements as required by the Director: Administration or delegated official. Manage legal representation system and perform legal research. Manage information and ensure easy reference filing system for the unit. Compile monthly, quarterly and annual representations statistics. Provide minimal HR related services. Provide Financial management and logistical support services. Prepare correspondence, documents, repots, presentations, etc. as requested and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Ensure Liaison with Finance office with regard to travel and logistical arrangement for meetings and events. Operate office equipment like fax machines and photo copies. Liaise with other offices of the NPA and administration with regard to all matters pertaining to the administrative functions of the offices.

ENQUIRIES : William Matlala Tel No: 012 845 6637
APPLICATIONS : e mail: Recruit202243@npa.gov.za

POST 02/223 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/44**
Sexual Offences and Community Affairs

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : Johannesburg

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide secretarial, administration support and personal assistant service to the Senior Maintenance Prosecutor and delegated officials of the SOCA Unit. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate trainings, events, meetings or other engagements as required by the Senior Maintenance Prosecutor or delegated official. Manage legal representation system and perform legal research. Manage information and ensure easy reference filing system for the unit. Compile monthly, quarterly and annual representations statistics. Provide minimal HR related services. Provide Financial management and logistical support services. Prepare correspondence, documents, repots, presentations, etc. as requested and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Ensure Liaison with Finance office with regard to travel and logistical arrangement for meetings and events. Operate office equipment like fax machines and photo copies. Liaise with other offices of the NPA and administration with regard to all matters pertaining to the administrative functions of the offices.

ENQUIRIES : William Matlala Tel No: 012 845 6637
APPLICATIONS : e mail: Recruit202244@npa.gov.za

POST 02/224 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/45**
National Prosecutions Services

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Kimberley
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures.

DUTIES : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Deputy Director of Public Prosecutions. Draft routine correspondence and reports. Type documents for the office. Operate office equipment like fax machines and photocopiers. Make travel arrangements, make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative functions of the office. Perform any other work as will be determined by the unit head from time to time.

ENQUIRIES : Nicholas Mogongwa Tel No: 053 807 4539
APPLICATIONS : e mail: Recruit202245@npa.gov.za

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 04 February 2022 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. 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. 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 the successful completion of the Snr 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 the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> 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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021.

A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POST

- POST 02/225** : **DEPUTY DIRECTOR: MANAGEMENT MONITORING AND SUPPORT REF NO: 01/2022**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package). The 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 according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year degree (NQF 7) or relevant and equivalent qualification with a minimum of 6 years' appropriate experience of which 3 years must be at supervisory level (Assistant Director or equivalent) in government performance management programmes. An Honours Degree (NQF 8) will be an added advantage. Must have a valid Driver's Licence. Must have thorough understanding of government policies and administrative processes, good understanding of Heads of Department (HoD)/Ministerial/Premier performance management processes, organisational performance as well as Human Resources background. Be an analytical thinker with strong background in research, managing or supporting performance management and promoting good governance within government. Knowledge of government prescripts, policies, practices, government programmes and systems are required. In-depth knowledge of legislative frameworks such as Constitution of the Republic of South Africa; Executive Members Ethics Act, Public Service Act; Public Finance Management Act, related regulations and other government legislations & prescripts. Competencies/Skills: The successful candidate must also possess leadership, research and report writing, problem solving, ability to work under pressure, communication across various levels of government, advanced computer literacy, negotiation, interpersonal, analytical and project management skills.
- DUTIES** : The successful candidate's responsibilities will include: Supporting the Director in the implementation and improvement of Premiers/Ministers and Heads of Department Performance Management and Development System in the national and provincial sphere of government. Analyse performance agreements of Premiers/Ministers and DGs to ensure alignment with the National Development Plan, Medium Term Strategic Framework and other planning documents. Conduct quality assurance on the content of Performance Agreements (PAs) against set standards and update of database on all received PAs and evaluation documentation. Analyse, summarise and quality assure annual assessment documents to support cluster panels and reporting to executive leadership. Monitor statistical data on Premier/Ministerial and HoD evaluation and 'draft reports to relevant stakeholders. Provide support to users on the HoD PMD online system and offer ideas on system enhancements.
- ENQUIRIES** : Mr M Lehong at Tel No (012) 312-0540

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered
- CLOSING DATE** : 07 February 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver’s license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POSTS

- POST 02/226** : **DEPUTY DIRECTOR: CLUSTER COORDINATION AND EXECUTIVE SUPPORT**
REF NO: DPSA 01/2022
- SALARY** : R744 255 per annum (Level 11), (an all-inclusive remuneration package), Annual progression up to a maximum salary of R876 705 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor Degree qualification or related equivalent qualification at NQF level 7. Minimum of 4 years’ relevant experience. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government, Sound knowledge of the respective communication media, knowledge of Political and Parliamentary process in SA, knowledge and understanding of the functional; areas covered by the Executive Authority. Managerial Skills: Decision making, Problem solving, written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Team work, Confidentiality, Financial Management, HR Management, Research, Change Management, Project and program management. Generic Skills: Diversity management, Facilitation, Negotiation, Presentation, Report writing, Computer literacy and conflict management.

DUTIES : To provide administrative and Secretariat Support Services to the Office of the Director General. To provide administrative and Secretariat Support Services to the Governance, State Capacity and Institutional Development (GSCID) Cluster. To provide strategic support, monitoring and analysis of the effective functioning of the Departmental Governance Structure. To contribute to the running of the Director General's Office.

ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343

POST 02/227 : **ASSISTANT DIRECTOR: COORDINATION AND EXECUTIVE SUPPORT REF NO: DPSA 02/2022**

SALARY : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : An appropriate B. degree or equivalent qualification at NQF level 6. Minimum of 3 years' experience. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government, Sound knowledge of the respective communication media, knowledge of Political and Parliamentary process in SA, knowledge and understanding of the functional; areas covered by the Executive Authority. Managerial Skills: Decision making, Problem solving, written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Team work, Confidentiality, Financial Management, HR Management, Research, Change Management, Project and program management. Generic Skills: Diversity management, Facilitation, Negotiation, Presentation, Report writing, Computer literacy and conflict management.

DUTIES : To create an enabling environment for effective and efficient administration and governance of the Department. To provide administrative and Secretariat Support Service to the Office of the Director-General. To provide strategic support in the effective functioning of the Departmental Governance Structures. To provide support to the Chief Director: Office of the Director-General.

ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343

APPLICATIONS : E-Mail To: advertisement02@dpsa.gov.za

POST 02/228 : **ASSISTANT DIRECTOR: FRONTLINE AND SERVICE CENTRE REF NO: DPSA 03/2022**

SALARY : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A Bachelor degree in Public Management/Administration or equivalent qualification at NQF level 6. Minimum of 3 years' experience in Frontline, Service Centre Point and customer relations. Minimum 3 years in Frontline Service Centre and Customer Service Relations environment. Managerial Skills: Problem solving, written and verbal communication, Stakeholder management and coordination, Analytical skills, Team work, Confidentiality, Research, Project and program management. Generic Skills: Diversity management, Facilitation, Presentation, Report writing, Computer literacy and conflict management. Technical Skills: Integrated Service delivery Improvement and Practice, Norms and Standards Compliance enforcement and Knowledge of Frontline Service Functionality Assessments, Monitoring and Reporting.

DUTIES : To coordinate the development of policy prescripts, protocols and operational guideline for the establishment, functionality, promotion and maintenance of service centres. To coordinate and facilitate functionality assessment, monitoring, and reporting of Frontline Service Delivery Prescripts, (policies, Norms and Standards, Directives, Circulars Frameworks, Guidelines, etc.) to ensure sustainable integrated service delivery improvement within the public service. To coordinate Research and Knowledge management and Innovation to ensure continuous improvement of Frontline Delivery and Service Centres within the Public Service.

<u>ENQUIRIES</u>	:	Ms. Veronica Motalane Tel No: (012) 336 1283
<u>POST 02/229</u>	:	<u>CHIEF PAYMENT OFFICER REF NO: DPSA 04/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08). Annual progression up to a maximum salary of R378 765 per annum is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate qualification at NQF level 6 in Public Administration/Management, Finance, Supply Chain Management or any other related qualification. Three years' experience at a supervisory level. Three years' experience in Supply Chain Management environment, specifically procurement and payment environment. Knowledge of Supply Chain Management Policies, practices, procedures framework and principles. Knowledge of Procurement Information Management System (Logis). Attributes: Analytical, Communication, Interpersonal Relations, Team Work, Initiative and Openness and transparent. Statutory requirements: PFMA and associated Regulations, PPPFA and associated Regulations, B-BBEE Act and associated Regulations. Managerial skills: Strategic Management, Project Management, Developing others, Planning and organising and Team leadership. Generic skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Interpersonal Facilitation, Negotiation, Presentation, Report writing and Computer literacy.
<u>DUTIES</u>	:	To render efficient and effective Supply Chain Management functions within the DPSA, in conformity with the requirements of the PFMA, PPPFA and Supply Chain Management Framework. Requisition Management and Administration: Maintain a register of all requisitions (Log1) received and the allocation thereof to RFQ personnel. Manage turnaround times to process requisitions by RFQ personnel. Ensure compliance to application of the PPPFA, Designated Sector Procurement and CIDB procurement initiatives. Approve orders as per Financial Delegations. Payment Administration: Maintain a central register of all invoices received and the allocation thereof to Payment personnel. Ensure compliance to turnaround times for the processing of invoices. Maintenance of invoice submission registers to Finance Timeous pre-authorization of payments. Pre-authorise payments as per Financial Delegations. Render Sub-System Controller function on Procurement Information System (LOGIS): Update Procurement Information System when necessary and accurate record keeping of amendments thereto. Management reporting: Provision of inputs to Interim and Annual Financial Statements. Provision of Invoice and RFQ Turnaround Time Reports
<u>ENQUIRIES</u>	:	Ms. Lesego Maleka Tel No: (012) 336 1652
<u>POST 02/230</u>	:	<u>LANGUAGE PRACTITIONER REF NO: DPSA 05/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08). Annual progression up to a maximum salary of R378 765 per annum is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Senior Certificate, an appropriate National Diploma/Degree in Linguistics or related field in NQF level 6 or 7. Minimum of three years' experience in translation and editing experience. Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Public Service legislative and policy. Knowledge of Government programs such as the National Development Plan. Good understanding of the use of Official Languages Act of 2012. Attributes: Written and verbal communication, Stakeholder engagement, Analytical skills, Interpersonal relations and Team work. Managerial skills: Problem solving, Written and verbal communication, Stakeholder engagement, Analytical skills, Interpersonal relations and Team work. Generic skills: Diversity management, Facilitation, Presentation, Report writing and Computer literacy. Technical skills: Language practitioners' environment, Eye for detail and Diversity and multilingualism.
<u>DUTIES</u>	:	To promote and raise awareness of the Official Languages Policy in the Department. To perform duties of advising officials on the correct usage of English and other official languages in line with the DPSA Official Languages Policy. To provide key strategic support with regard to language editing, style and formatting of documents, letters and publications. Promote and raise awareness of the DPSA

Official Languages Policy: Language management services provided in terms of the Languages Act of 2012. Provide support on correct usage of the official languages in the Department. Promote multi-lingualism in the Department and compile reports for Department of Arts and Culture on compliance: ensure that documents, policies, circulars are produced in various languages. Provide support on language editing, style and formatting of documents, letters and publications. Ensure consistency and compliance on the language style of the Department.

ENQUIRIES

:

Mr. Moses Mushi Tel No: (012) 336 1358

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

- : May be forwarded to the Correct Regional Office/Centre: Applications for Senior Management positions must only be emailed to the address specified for each senior management positions. Posted, hand delivered, faxed or late applications will NOT be accepted. All other applications for may be forwarded to:
- Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For attention: Ms. N.P. Mudau.
- Umtata Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi
- Nelspruit Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For attention: Mr E Nguyuzza
- Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For attention: Mr D Manus
- Mmabatho Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 2123 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms. N Hlongwane

CLOSING DATE**NOTE**

- : 18 February 2022 at 16H00
- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and

these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

MANAGEMENT ECHELON

- POST 02/231** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 2022/01**
- SALARY** : R1 521 591 per annum, (all-inclusive package) including basic salary (70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8) in Management Sciences, Behavioural Sciences, Social Sciences or related fields. Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 to 10 years' relevant experience at Senior Managerial Level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation, Personal Attributes: Analytical thinking, Innovative, Creative and Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.
- DUTIES** : Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services. Develop an integrated business system that will assist with business planning of Corporate Services. Promote strategic support and planning

to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation. Participate in EXCO, MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.

ENQUIRIES : Mr S.C. Zaba Tel No: (012) 406 1544
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment22-01@dpw.gov.za
NOTE : It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

POST 02/232 : **DIRECTOR: INTERNAL COMMUNICATIONS AND MOBILISATION REF NO: 2022/02**

SALARY : R1 057 326.per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office
REQUIREMENTS :

An undergraduate qualification (NQF Level 7) qualifications in communications, journalism, public relations or related qualifications with five years' experience at middle/senior managerial level and relevant working experience. A valid drivers' license. Personal attributes: Innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, particularly at an executive level, People orientated, able to establish and maintain personal networks, trustworthy, assertive, hard-working, highly motivated, ability to work independently. Knowledge: Marketing and communications, change management, structure and functioning of the Department. Skills: Executive management skills, sound analytical and problem identification and solving skills, advanced marketing skills, language proficiency, advanced report writing, research methodology, financial administration, organising and planning, computer utilisation, policy formulation, planning and organising, negotiation skills, Advanced communication (verbal and written) advanced interpersonal and diplomacy skills, time management, decision making skills, Conflict management, Motivational skills, Influencing skills, programme and management skills. Willing to adapt work schedule in accordance with professional requirement. Willing to travel.

DUTIES : Effective management and facilitation of internal communication and information flow management, mobilisation and internal corporate identity. Develop and formulate strategies of communication projects. Manage and improve internal communication environment, analyse, maintain and improve communication channels and media. Contribute to compilation and writing of literature related to newsletters, website, posters, speech, magazine and memorandum. Assist with compilation and writing of ministerial speeches and articles on request. Manage calendar of social events and activities. Manage relationships with external stakeholders, establish and sustain efficient communication model through the department. Advice management on new communication technologies. Contribute to effective change management. Compile updated reports on progress and management of internal communications. Effective marketing and implementation of internal communications, ministerial PPP & Mobilisation programmes-facilitate the process of language policy and promote easy access to public information. Coordinate printing and publishing of internal publications, manage the roll out of internal branding, manage and design the Departmental intranet. Effective management of the component, manage employment related processes, execute advisory commitments, determine and plan work procedures and methods of the component, manage budget of the component efficiently, maintain and sustain value chain of suppliers, distributors and consumers for effective information packaging and distribution, compile budgetary reports, effectiveness and efficiency of managed internal communication, extent of managed mobilisation and corporate identity, extent of developing strategies, effective analyses of communication channels and media, extent of developing strategies, effective analysis of communication channels and media, extent of contribution of compilation of literature, quality of compilation of ministerial speeches on request, extent of managed calendar for social events and activities. Quality of establishment of

sustained communication models, extent and relevancy of provision of advice to management, nature and extent of contribution to change management, quality and extent of compiled reports, effectiveness and efficiency of facilitation of flow of information, extent of facilitation of language policy and promotion of access of information, effective co-ordination of printing and published publications, extent of managed internal branding, quality of designed departmental intranet, extent, efficiency and effectiveness of management of the component, effective management of staff, extent and efficiency of managed budget, nature and extent of maintained and sustained value chain of suppliers, distributors and consumers, quality of compiled reports.

ENQUIRIES : Mr T Mchunu Tel No: (012) 406 1841
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment22-02@dpw.gov.za

POST 02/233 : **DIRECTOR: ENVIRONMENT AND CULTURE SECTOR (EPWP) REF NO: 2022/03**

SALARY : R1 057 326 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Environment, Agricultural and or related studies plus five years relevant working experience at middle/ senior level, A valid drivers' license. A postgraduate qualification will be an added advantage. Knowledge: Knowledge of Government's Development agenda, Government anti-poverty strategy and public employment programs, good analytical, innovative, problem solving/ intervention and interpersonal relations, writing and leadership skills, Knowledge of public sector, administrative procedures and processes, public finance management, contract management and stakeholder management. Experience in people management and conflict management. Experience in research methodologies, knowledge of policy and guidelines development, strong strategic management and planning, basic monitoring and evaluation. Good programme/project management are also key requirements. Extensive experience in the expanded public Works programme with specific reference to the Environment and Culture Sector institutional arrangements, related legislation, policies and strategic frameworks. He/she must possess facilitation skills, good communication skills and stakeholder management skills. Ability to communicate at strategic level and work under pressure/long hours.

DUTIES : Organise internal capacity and budget resources for the Environment and Culture (E&C) Sector, develop policies and guidelines for the sector, develop strategic, tactical and implementation plans the E&C sector, design and manage strategies in collaboration with the lead sector department as mandated in the coordination of the EPWP E&C sector, to assist the sector to meet its set targets, secure and manage the provision of technical, implementation and resource support to the sector at national, provincial and local levels. Facilitate development/review of incentive models, frameworks and implementation manuals. Establish coordination and management structures in DPW for improved efficiency of the sector incentive programme. Provide support for effective management, implementation and accountability on the sector incentive programmes, facilitate and commission research for new expansion areas and to monitor impacts of sector programmes. Manage contractual agreements of external partners/stakeholders. Monitor and ensure achievements of sector targets. Compile, submit and present reports to various operational, senior/top management and executive structures. Profile best practices.

ENQUIRIES : Ms Pearl Lukwago-Mugerwa Tel No: (012) 492 1425
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment22-03@dpw.gov.za

POST 02/234 : **DIRECTOR: GEOGRAPHICAL INFORMATION SYSTEM (EPWP) REF NO: 2022/04**

SALARY : R1 057 326 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE REQUIREMENTS : Head Office Pretoria
 : An undergraduate qualification (NQF level 7) in GIS or relevant qualification in Geography, Demography, Cartography or related qualifications plus five years' experience in middle/senior management in a relevant environment, A valid driver's license, Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience, Willingness to travel, Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skill, Good communication (verbal and written), Presentation and training skills.

DUTIES : Provide strategic direction to the Directorate. Manage the research, design, development and implementation of GIS technology and its applications. Promote spatial analysis in all sectors of the EPWP. Manage the process to map progress of the EPWP performance against set targets. Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI. Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects. Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders. Managing the overall resources in the Directorate.

ENQUIRIES APPLICATIONS : Mr SC Zaba Tel No: 012 406 1544
 : All applications for this position must be submitted only via email to Recruitment22-04@dpw.gov.za

OTHER POSTS

POST 02/235 : **DEPUTY DIRECTOR: MAINTENANCE REF NO: 2022/05**

SALARY : R882 042 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Property or Facilities Management or Built Environment or the relevant field and with relevant experience at ASD level/ Equivalent. Knowledge: Engineering Industry (Electrical or Civil or Mechanical); Construction Industry; National Building Regulations and Standards; Property and Facilities Management. Skills: Computer Literacy; Planning and Organising; Problem solving; Analytical thinking; Numeric skills; Decision making; management; Motivational skills; Project Management; Advanced communication; Conflict management; Interpersonal skills and Time. Personal Attributes: Resourceful; Solution orientated; Creative; Ability to work under stressful situations; highly motivated; Trustworthy; Punctuality; Assertive; Hard-working; Ability to work independently. A valid Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

DUTIES : Perform research required to stay in touch with new business practices; Develop guidelines, norms & standards, policies and strategies for contract management; Make recommendations for changes and improvements to existing standards, policies, and procedures; Develop and review User Asset Management Plan (U-AMP); Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; control of reactive and preventative maintenance services in a timely and cost efficient manner; ensure that all stakeholders are given timely and appropriate information about maintenance programs and projects; Prepare documents for equipment procurement and prepare job specifications. Establish schedules and methods for providing facility maintenance services; Identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Manage the conduction and documentation of regular facilities inspections; ensure compliance with health and safety standards; implement best practice processes to increase efficiency; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required performance and administrative reports; Serve on transversal task teams

as required. Procurement and asset management for the sub directorate; Provide functional technical advice and guidance.

ENQUIRIES : Mr N Kubeka Tel No: (012) 406 1504

POST 02/236 : **ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2022/06**

SALARY : R477 090 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A Three year tertiary qualification in Property Management, Financial Management, Legal Studies, Business Studies, BCom Accounting, Real Estate, Property Law, LLB or BCom Economics with experience in the Property Environment, Relevant working experience in Property Management, Supervisory experience. Extensive experience in Property Acquisitions will be an added advantage. Willingness to travel, A Valid undorsed driver's license. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations Property Management Information Sources/systems; Supply Chain Management Framework, Preferential Procurement Policy Framework, Procurement Directives and Procedures, Government Budget procedures. Skills: Computer Literacy, Time Management, People Management, Negotiation skills, Coaching and Mentoring, Presentation skills, Report writing skills, Planning and Organising, Diplomacy, Problem Solving, Facilitation skills. Effective Communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from clients department. Lead the procurement process for all procurements at Head Office. Make findings regarding Offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends. Ensure lease optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Compile Budget and expenditure reports for the section.

ENQUIRIES : MS J Setlhoke Tel No: 018 386 5223

POST 02/237 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2022/07**

SALARY : R376 596 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : National Diploma/ B Degree in Finance/ Auditing, relevant experience in Financial Management/ Accounting or Auditing (internal & external). Knowledge of Supply Chain Management, Property Industry, Financial prescripts (GAAP and GRAP), Government Financial systems (PERSAL, PMIS, WCS, LOGIS, BAS, SAGE, ARCHIBUS), Public Finance and Management Act, National Treasury Regulations (Directives and Guidelines), ICT Procurement, Supply Chain Management Framework and Tender Solution Suites. Administrative skills, managerial skills, report writing, accounts and numeric skills, analytical, communication skills, interpersonal skills, Problem solving skills and Organising and planning. Goal and solution orientated, assertiveness, people and client orientated, team player, leader, innovative, ability to work under stressful conditions, dedicated, hardworking, ability to communicate at all levels, pay attention to detail and trustworthy. Ability to adapt in accordance to office requirements. A valid Driver's licence.

DUTIES : Implement and maintain adequate systems of internal control and monitor their continued effectiveness; Undertake research on latest trends and new financial prescripts. Assist in the process of reviewing Finance and SCM practice notes, policies and communicate new prescripts from National Treasury. Identify potential risks and recommend mitigation factors for the identified risks. Conduct the inspection of Finance and SCM related systems (e.g. BAS, LOGIS, PERSAL, Supplier Database, SAGE and PMIS) to identify ineffective internal controls. Conduct training to promote an understanding of compliance to norms and standards. Prepare reports on internal control deficiencies with recommendations. Perform secretarial functions to the Condonation Committees. Implement and

maintain appropriate delegation framework. Implement recommendations on Finance and SCM processes, Standard Operating Procedure manuals to align with legislation. Ensure compliance with applicable policies and regulations. Provide inputs to the Annual Performance Plan, Business Plan and Management Performance Assessment Tool. Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Verify monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Review and compile report on non-compliant transactions. Review the investigation report(s) of financial misconducts identified as a result of non-compliance with legislation. Perform secretarial functions to the Loss Control Committees. Present cases before Loss Control and Condonation Committees and review Loss Control Register. Implement and maintain a departmental loss control system; Review pre and post audit work papers to identify instances of non-compliance. Verify the disclosure notes for Irregular. Effective implementation and review of the audit coordination process for the Main Account and Trading Entity; Receive and disseminate audit queries and requests to the responsible branch or directorate. Maintain records / schedule of audit queries and requests. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Arrange Audit Steering Committee meetings, arrange meetings between branch heads and the auditors. Take minutes and distribute them within the agreed time frames. Report on audit matters. Develop Audit Action Plan that addresses all the findings raised by auditors. Monitor progress and request feedback on the Audit Action Plan. Disseminate the request for the Internal Control Dashboard and prepare inputs on audit matters for oversight bodies. Supervise staff.

ENQUIRIES :

Mr. Luthando Botshobana Tel No: 053 838 5272

POST 02/238 :

SENIOR STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2022/08

SALARY :
CENTRE :
REQUIREMENTS :

R321 543 per annum
 Head Office (Pretoria)
 A three year tertiary qualification (NFQ Level 6) in Financial Accounting, Management Accounting or Finance related qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

DUTIES :

Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on PERSAL expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

ENQUIRIES :

Mr S Selomo Tel No: (012) 406 1338

POST 02/239 :

CHIEF WORKS MANAGER: MECHANICAL REF NO: 2022/09

SALARY :
CENTRE :
REQUIREMENTS :

R321 543 per annum
 Kimberley Regional Office
 A three year tertiary qualification in the built environment disciplines, or N3 plus trade test in built environment. Relevant technical experience in mechanical field. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Government Procurement System. Ability to plan, organize and manage resources. A valid driver's license. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills, Computer literate. Good interpersonal skills. Good budgeting and estimating skills. Willingness to travel and work irregular hours. Registration with a professional body in the built environment would be an added advantage.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost, estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conducted site inspections to ensure compliance to specifications set out by the Department. Ensure compliance with OHSA. Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Ms A Xentsa Tel No: 053 838 5345

POST 02/240 : **RESEARCH ANALYST: INDUSTRY RESEARCH REF NO: 2022/10**

SALARY : R321 543 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Mathematical Sciences, Statistics, Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification. Some experience or a strong academic background in Mathematics, data analytics, data science, business analysis, modelling and research. Knowledge: Understanding of government socio-economic policies and principles, Government regulatory framework, Minimum Information Security Standards (MISS) Act, Research methodology, analysis and interpretation of data, Understanding of the built environment, Interpretation of research information and the translation thereof into management information. Skills: Computer literacy, Research, technical report writing, good verbal and written communication, problem solving. Personal Attributes: diligent and focused, ability to communicate at all levels, ability to work under stressful situations, ability to work independently and in a team, self-motivated.

DUTIES : Assist in research and analysis on economic, social, industry, market and internal trends. Identify, collect and update data required for various research reports and for the development of analytical tools. Conduct research to keep abreast of emerging innovations and trends in real estate asset management. Assist in the development of and monitoring the implementation of guidelines, processes, norms & standards, and best practice policies. Provide training and technical assistance to units on any developed analytical tools relevant to their business.

ENQUIRIES : M Konyana Tel No: 012 406 1590/ 060 923 1671

POST 02/241 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2022/11**

SALARY : R321 543 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary or equivalent qualification in the Electrical Environment discipline, or N3 plus Electrical trade test, or N6 Diploma or NTI Diploma. Appropriate relevant working experience in the electrical field. Extensive knowledge of the Building/Electrical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.

DUTIES : Manage day-to-day Electrical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of electrical programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : TM Mohapi Tel No: (051) 408-7354

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 02/242** : **SECURITY OFFICER FMS 01/2022 (X13 POSTS)**
Division: Financial Management Services
- SALARY** : R124 434 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Core Functions: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Captain Pandula Tel No: 012 393 1524
Ms KN Ntoane Tel No: 012 393 1352
- APPLICATIONS** : forms must be e-mailed to the following e-mail addresses: FMS-Recruitment@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO. 103 OF 1994): as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates

for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Due to restriction of movement as a result of COVID-19. People with disabilities are welcome to apply.

CLOSING DATE

: 04 February 2022

POST 02/243

: **SECURITY OFFICER**

Division: Human Resource Development

SALARY CENTRE

: R124 434 per annum (Level 03)
 : SAPS Academy, Addo: Ref No: 57/1/2022 (X1 Post)
 SAPS Academy, All Saints: Ref No: 58/1/2022 (X2 Posts)
 SAPS Academy, Arcadia: Ref No: (59/1/2022 (X1 Post)
 SAPS Academy, Benoni: Ref No: 60/1/2022 (X3 Posts)
 SAPS Academy, Chatsworth: Ref No: 61/1/2022 (X3 Posts)
 SAPS Academy, Hammanskraal: Ref No: (62/1/2022) (X3 Posts)
 SAPS Academy, Mankwe: Ref No: 63/1/2022 (X2 Posts)
 SAPS Academy, Moloto: Ref No: 64/1/2022 (X5 Posts)
 SAPS Academy, Rietondale: Ref No: 65/1/2022 (X4 Posts)
 SAPS Academy, Roodeplaat: Ref No: 66/1/2022 (X6 Posts)
 SAPS Academy, Thabong: Ref No: 67/1/2022 (X2 Posts)
 SAPS Academy, Graaf Reinet: Ref No: 68/1/2022 (X3 Posts)
 SAPS Academy, Mthatha: Ref No: 69/1/2022 (X4 Posts)
 SAPS Academy, Phillipi: Ref No: 70/1/2022 (X8 Posts)
 SAPS Academy, Tshwane: Ref No: 71/1/2022 (X6 Posts)
 SAPS Academy, Ulundi: Ref No: 72/1/2022 (X3 Posts)
 SAPS Academy, Oudtshoorn: Ref No: 73/1/2022 (2 Posts)
 SAPS Academy, Bhisho: Ref No: 74/1/2022 (4 Posts)
 SAPS Academy, Bishop Lavis: Ref No: 75/1/2022 (X2 Posts)
 Division: HRD, Head Quarters:
 SAPS Library, Aloe Park: Ref No: 76/1/2022 (X1 Post)
 Division: HRD, Head Quarters:
 Shorburg: Ref No: 77/1/2022 (X1 Post)

REQUIREMENTS

: Applicants must display competency in the post-specific core functions; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security 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 as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them

back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

SAPS Academy Addo - Capt Zahela Tel No: 042 233 0600
SAPS Academy All Saints - Capt Foloti: Tel No: 040 608 2208/2203
SAPS Academy Arcadia - Capt Boshoff: Tel No: 012 344 1868
SAPS Academy Benoni - Capt Reddy: Tel No: 011 746 6300
SAPS Academy Chatsworth - Lt Col Gina: Tel No: 031 402 7013
SAPS Academy Hammanskraal - Capt Mabena Tel No: 012 711 8029
SAPS Academy Mankwe - Capt Roos: Tel No: 014 558 8184
SAPS Academy Moloto Lt Col Phakedi Tel No: 012 735 9611/75
SAPS Academy Rietondale - Lt Col Mokgoba: Tel No: 082 778 9247
SAPS Academy Roodeplaat - Capt SC Oosthuizen: Tel No: 012 808 8664/
083 358 4451
SAPS Academy Thabong - PO Khiba: Tel No: 057 391 8134
SAPS Academy Graaff Reinet - Capt U Meyer: Tel No: 049 807 5265
SAPS Academy Mthath - Capt Bidla: Tel No: 083 618 2214/082 330 6066
SAPS Academy Phillipi - Lt Col Sereko: Tel No: 021 370 2665/082 772 9870
SAPS Academy Tshwane - Capt Nkuna: Tel No: 012 353 9008/9171
SAPS Academy Ulundi - Capt Mnisi: Tel No: 035 755 5470
SAPS Academy Oudtshoorn Wo Van Zyl: Tel No: 044 203 2224
SAPS Academy Bhisho Capt Davids: Tel No: 040 608 8267
SAPS Academy Bishop Lavis Capt Cubeni: Tel No: 021 935 5502/5506/021 935
5571/5575
DIV. HRD: Library Aloe Park - Lt Col Masemola: Tel No: 012 334 3893
Capt Hagen Tel No: 012 334 3796
DIV. HRD: Shorburg - Lt Col Masemola: Tel No: 012 334 3893
Capt Hagen: Tel No: 012 334 3796

APPLICATIONS

SAPS Academy Addo - Capt Zahela ZahelaPT@saps.gov.za
SAPS Academy All Saints - Capt Foloti: FolotiET@saps.gov.za
SAPS Academy Arcadia - Capt Boshoff: BoshoffK@saps.gov.za /
MashabelaJ@saps.gov.za
SAPS Academy Benoni - Capt Reddy: ReddyM3@saps.gov.za
SAPS Academy Chatsworth - Lt Col Gina: TeGinaJS@saps.gov.za
SAPS Academy Hammanskraal - Capt Mabena MabenaD@saps.gov.za
SAPS Academy Mankwe - Capt Roos: RoosElmarie@saps.gov.za
SAPS Academy Moloto Lt Col Phakedi PhakediM@saps.gov.za
SAPS Academy Rietondale - Lt Col Mokgoba: MokgobaME@saps.gov.za
SAPS Academy Roodeplaat - Capt SC Oosthuizen:
OosthuizenSterna@saps.gov.za
SAPS Academy Thabong - PO Khiba: Divhrd.thabong.sdf@saps.gov.za
SAPS Academy Graaff Reinet - Capt U Meyer: MeyerU@saps.gov.za
SAPS Academy Mthath - Capt Bidla: BidlaM@saps.gov.za
SAPS Academy Phillipi - Lt Col Sereko: PhillipiSupport@saps.gov.za
SAPS Academy Tshwane - Capt Nkuna: traincoladmin@saps.gov.za
SAPS Academy Ulundi - Capt Mnisi: Ulundi.train.hrm@saps.gov.za
SAPS Academy Oudtshoorn Wo Van Zyl: divhrd.odnhrm@saps.gov.za
SAPS Academy Bhisho Capt Davids: DavidsC3@saps.gov.za
SAPS Academy Bishop Lavis Capt Cubeni: Bishoplavis.hrm@saps.gov.za
/Bishoplavis.sec@saps.gov.za //Bishopl.coll.support@saps.gov.za
DIV. HRD: Library Aloe Park - Lt Col Masemola: MasemolaG2@saps.gov.za
Capt Hagen HagenN@saps.gov.za
DIV. HRD: Shorburg - Lt Col Masemola: MasemolaG2@saps.gov.za
Capt Hagen HagenN@saps.gov.za

NOTE

Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the

application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. The closing date for applications is 2022-02-04. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the applicable e-mail addresses. People with disabilities are welcome to apply.

CLOSING DATE

: 04 February 2022

POST 02/244

: **SECURITY OFFICER REF NO: FS 01/2022 (X4 POSTS)**

Division: Detective and Forensic
Component: Forensic Science Laboratory

SALARY

: R124 434 per annum (Level 03)

CENTRE

: Silverton/ Piet Joubert, Pretoria

REQUIREMENTS

: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-

off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES
APPLICATIONS**

: Lieutenant Colonel G Moonsamy Tel No: 012 421 0155
: Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia 0083

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE

: 04 February 2022

POST 02/245

: **SECURITY OFFICER REF NO: FS 02/2022 (X4 POSTS)**
Component: Forensic Science Laboratory

**SALARY
CENTRE
REQUIREMENTS**

: R124 434 per annum (Level 03)
: Arcadia, Pretoria
: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and

contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lieutenant Colonel G Moonsamy Tel No: 012 421 0155 Captain S Maharaj Tel No: 012 421 0193

APPLICATIONS : Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083

NOTE : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE : 04 February 2022

POST 02/246 : **SECURITY OFFICER REF NO: FS 03/2022 (X4 POSTS)**
Component: Forensic Science Laboratory

SALARY : R124 434 per annum (Level 03)
CENTRE : Amanzimtoti, KwaZulu-Natal

REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency.

Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: Lieutenant Colonel G Moonsamy Tel No: 012 421 0155 Captain S Maharaj Tel No: 012 421 0193

APPLICATIONS

: Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322 Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE

: 04 February 2022

<u>POST 02/247</u>	:	<u>SECURITY OFFICER REF NO: FS 04/2022 (X3 POSTS)</u> Component: Criminal Record and Crime Scene Management
<u>SALARY</u>	:	R124 434 per annum (Level 03)
<u>CENTRE</u>	:	Bothongo Plaza, Pretoria
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	:	Lieutenant Colonel G Moonsamy Tel No: 012 421 0155 Captain S Maharaj Tel No: 012 421 0193
<u>APPLICATIONS</u>	:	Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083.
<u>NOTE</u>	:	General: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All

short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

- CLOSING DATE** : 04 February 2022
- POST 02/248** : **SECURITY OFFICER REF NO: FS 05/2022 (X4 POSTS)**
Component: Criminal Record and Crime Scene Management
- SALARY** : R124 434 per annum
CENTRE : Local Criminal Record Centre: Witbank: Mpumalanga
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Lieutenant Colonel G Moonsamy Tel No: 012 421 0155 Captain S Maharaj Tel No: 012 421 0193
- APPLICATIONS** : Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post

environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

- CLOSING DATE** : 04 February 2022
- POST 02/249** : **SECURITY OFFICER REF NO: FS 06/2022 (X3 POSTS)**
Component: Criminal Record and Crime Scene Management
- SALARY** : R124 434 per annum
CENTRE : Local Criminal Record Centre: Kimberley, Northern Cape
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Lieutenant Colonel G Moonsamy Tel No: 012 421 0155, Captain S Maharaj Tel No: 012 421 0193
- APPLICATIONS** : Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications

obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE

: 04 February 2022

POST 02/250

: **SECURITY OFFICER REF NO: FS 07/2022 (X2 POSTS)**
Component: Criminal Record and Crime Scene Management

SALARY

: R124 434 per annum

CENTRE

: Local Criminal Record Centre: Pudimoe, North West

REQUIREMENTS

: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: Lieutenant Colonel G Moonsamy Tel No: 012 421 0155, Captain S Maharaj Tel No: 012 421 0193

- APPLICATIONS** : Applications must be posted or hand delivered to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001 or Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 68 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.
- CLOSING DATE** : 04 February 2022
- POST 02/251** : **SECURITY OFFICER REF NO: SCM 1/2022 (X26 POSTS)**
 Division: Supply Chain Management
 Component: Corporate Support Service
 Section: Financial Services (Auxiliary Services)
- SALARY** : R124 434 per annum (Level 03)
CENTRE : Silverton, Pretoria, Gauteng Province
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contactors, electronic searching of employees, visitors and contactors. Authorize entry in to the premises to employees, visitors and contactors after complying with

all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179

APPLICATIONS : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance

NOTE : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE : 04 February 2022 at 16:00

POST 02/252 : **SECURITY OFFICER REF NO: SCM 2/2022 (X5 POSTS)**
Component: Vehicle Fleet Management
Section: Transport Management, Division SCM

SALARY : R124 434 per annum (Level 03)
CENTRE : New Vehicle Store (Benoni), Gauteng Province
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency.

Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179

APPLICATIONS

: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE

: 04 February 2022 at 16:00

<u>POST 02/253</u>	:	<u>SECURITY OFFICER REF NO: SCM 3/2022 (X3 POSTS)</u> Component: Vehicle Fleet Management Section: Transport Management, Gauteng Province
<u>SALARY</u>	:	R124 434 per annum (Level 03)
<u>CENTRE</u>	:	New Vehicle Store (Chamndor), Krugerdorp, Gauteng
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	:	Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179
<u>APPLICATIONS</u>	:	Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to <u>Only One</u> of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance
<u>NOTE</u>	:	Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of

2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

- CLOSING DATE** : 04 February 2022 at 16:00
- POST 02/254** : **SECURITY OFFICER REF NO: SCM 4/2022 (X1 POST)**
 Component: Vehicle Fleet Management
 Section: Transport Management, Eastern Cape Province
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
 : New Vehicle Store (King William's Town), Eastern Cape
 : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179
- APPLICATIONS** : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown

restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

- CLOSING DATE** : 04 February 2022 at 16:00
- POST 02/255** : **SECURITY OFFICER REF NO: SCM 5/2022 (X8 POSTS)**
Component: Vehicle Fleet Management
Section: Mechanical Services
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
: Protea Glen (Soweto) Garage, Gauteng
: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179
- APPLICATIONS** : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and

Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE

: 04 February 2022 at 16:00

POST 02/256

: **SECURITY OFFICER REF NO: SCM 6/2022 (X5 POSTS)**

Component: Vehicle Fleet Management

Section: Mechanical Services

SALARY

: R124 434 per annum (Level 03)

CENTRE

: Alexandra Road (Pietermaritzburg) Garage, KwaZulu-Natal

REQUIREMENTS

: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them

back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

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APPLICATIONS : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance

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CLOSING DATE : 04 February 2022 at 16:00

POST 02/257 : **SECURITY OFFICER REF NO: SCM 7/2022 (X4 POSTS)**
Component: Moveable Government Property
Section: Clothing and Distribution Management

SALARY : R124 434 per annum (Level 03)
CENTRE : Limpopo Uniform Shop (Lebowakgomo), Limpopo Province
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal /

departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

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ENQUIRIES

: Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179

APPLICATIONS

: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

CLOSING DATE

: 04 February 2022 at 16:00

<u>POST 02/258</u>	: <u>SECURITY OFFICER REF NO: SCM 8/2022 (X2 POSTS)</u> Component: Moveable Government Property Section: Clothing and Distribution Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R124 434 per annum (Level 03) : Northern Cape Uniform Shop (Kimberley), Northern Cape Province : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
<u>DUTIES</u>	: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	: Captain Rivombo Tel No: (012) 841 7123 / AC Mudau Tel No: (012) 841 7835 / Sec Mphethi Tel No: (012) 841 7179
<u>APPLICATIONS</u>	: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to <u>Only One</u> of the following e-mail addresses: MudauF@saps.gov.za or MphethiS@saps.gov.za Hand Delivery: 117 Creswell Road, (Corner Creswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance
<u>NOTE</u>	: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae as well as copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license must be submitted together with the application form. Due to current lockdown restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of

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- CLOSING DATE** : 04 February 2022 at 16:00
- POST 02/259** : **SECURITY OFFICER REF NO: SCM 9/2022 (X1 POST)**
Component: Moveable Government Property
Section: Clothing and Distribution Management
- SALARY** : R124 434 per annum (Level 03)
CENTRE : Eastern Cape Uniform Shop (Bisho), Eastern Cape Province
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English.*Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
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restrictions, copies do not have to be certified and original documentation must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

- CLOSING DATE** : 04 February 2022 at 16:00
- POST 02/260** : **SECURITY OFFICER REF NO: SCM 10/2022**
Component: Moveable Government Property
Section: Clothing and Distribution Management
- SALARY** : R124 434 per annum
CENTRE : Free Sate Uniform Shop (Thaba-Nchu), Free State Province (X1 Post)
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
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CLOSING DATE

: 04 February 2022 at 16:00

POST 02/261

: **SECURITY OFFICER REF NO: SCM 11/2022**
Component: Moveable Government Property
Section: Clothing and Distribution Management

SALARY

: R124 434 per annum (Level 03)

CENTRE

: KwaZulu-Natal Warehouse (Pinetown), KwaZulu-Natal Province (X1 Post)

REQUIREMENTS

: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security 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 as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

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CLOSING DATE : 04 February 2022 at 16:00

POST 02/262 : **SECURITY OFFICER REF NO: SCM 12/2022**
Component: Moveable Government Property
Section: Clothing and Distribution Management

SALARY : R124 434 per annum (Level 03)
CENTRE : Western Cape Warehouse (Epping), Western Cape Province (X2 Posts)
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal /

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CLOSING DATE

: 04 February 2022 at 16:00

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS: recruitment@dsac.gov.za**CLOSING DATE**

: 09 February 2022 at 16:00

NOTE: Please quote the reference number in the heading/ subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/ reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted. Applications are hereby invited from suitably and qualified persons to apply for the following positions. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be considered. Ensure that you 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 and initialled will be deemed a regret. The application form should be accompanied by a recent comprehensive CV; with three contactable referees (telephone numbers and email addresses must be indicated); Applicants must submit copies of qualifications (Matric certificate and other educational qualifications), Identity Document and Drivers licence (where required). Such copies need not be certified when applying for a post. Only send documents related to the requirements in the advert. Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants must be South African citizens or a Permanent Resident; All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted candidates will be subjected to employment checks and personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. Short-listed candidates must avail themselves for an interview on a date, time at the venue/ method to be determined by the Department. Interviews will/ may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. NOTE: Prior to appointment for a SMS post, a candidate would be required to submit proof of completion of 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/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments. Employment Equity It is the Department's intention to promote equity (race, gender and disability) through the filling of these positions with candidates whose transfer / promotion / appointment will promote representivity. Therefore, females and people with disabilities at SMS level posts are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 02/263</u>	:	<u>CHIEF DIRECTOR: ACTIVE NATION REF NO: DSAC-01/01/2022</u>
<u>SALARY</u>	:	R1 251 183 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant undergraduate qualification (NQF 7), recognized by SAQA, with major subjects in the field of Sport Administration/ Science or an equivalent qualification, coupled with five (5) years appropriate experience at a senior management level in the sport and recreation environment; A pre-entry certificate for SMS must be completed before an appointment can be considered; Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; Good communication, managerial, organizational and writing skills; Strong negotiation and interpersonal skills; Ability to interact at a high level; Must have a valid South African driver's license (Code 08); People Management and Empowerment; Financial Management; Client Orientation and Customer Focus; Strategic Capability and Leadership; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Communication; Honesty and Integrity and the Batho Pele Principles.
<u>DUTIES</u>	:	The purpose of this position is to manage, integrate and direct in line with government priorities the development and maintenance of the national recreation regulatory and policy framework, inclusive of setting operational monitoring, evaluation and reporting arrangements/standards; Manage the implementation of the Sport and Recreation Mass Participation and Sport Development Programme as per the Division of Revenue Act and the conditional Grant Framework; Manage, integrate and direct the identification, development and implementation of recreation support systems and programmes to optimally enhance community participation; Advise on any infrastructure and other enabling environment needs. Manage, integrate and direct the identification and development of community sport participation policy, norms and standards and coordinate, monitor, evaluate and report at a strategic level on the implementation thereof; Ensure the establishment of business processes and standard operating procedures together with provinces and other key stakeholders in implementing the Mass Participation and Sport Development Conditional Grant. Manage the Units budget including transfers to provinces and NPIs where relevant; Provide advisory services to the Deputy Director General: Sport and Recreation Service and the Director General on the implementation of the school sport system and development programmes, community sport development, recreation services, provincial sport support and coordination; Provide leadership to put strategies into effect; Provide strategic leadership pertaining to the development and implementation of best practices, policies, procedures and systems to enhance service delivery in DSAC; Oversee the Chief Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.
<u>ENQUIRIES</u>	:	Ms S Khan Tel No: (012) 441 3103

POST 02/264 : **CHIEF DIRECTOR: INTERNATIONAL COORDINATION AND DONOR COORDINATION REF NO: DSAC-02/01/2022**

SALARY : R1 251 183 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria
: An undergraduate qualification (NQF Level 7) as recognised by SAQA in International Relations or Political studies, coupled with five (5) years appropriate experience at senior management level; A pre-entry certificate for SMS must be completed before an appointment can be considered; Working knowledge of International Relations and Diplomacy; Global knowledge of other countries; Global political issues and government policies; Ability to translate international policies to strategic national interventions; Intergovernmental relations; research and facilitation; Computer literacy (Microsoft Word, Excel, e-mail and PowerPoint); Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, people management, empowerment and financial management; Must be in possession of a Code 08 driver's licence

DUTIES : The purpose of this position is to manage and coordinate the International Relations and cultural diplomacy programme of the department; Provide strategic vision to the Chief Directorate; Ensure that the International Relations programmes are integrated, coherent and aligned with strategic objectives of the Department and the government; Ensure effective participation and compliance in and with ICTS cluster activities; Monitor expenditure patterns in the chief directorate; Ensure the achievement of departmental and government imperatives, adequate budget and human resources; Strategic human resource management and empowerment; Relationship and stakeholder management; Put systems and mechanisms in place to ensure sound relations between the Chief Directorate and other DSAC branches and associated institutions, embassies and stakeholders; Create and enable internal and external environments to ensure that applicable legislation empowers and is conducive for the attainment of departmental strategic objectives.

ENQUIRIES : Ms M Tshikwatamba Tel No: (012) 441 3065

POST 02/265 : **DIRECTOR: STRATEGIC COMMITTEES REF NO: DSAC-03/01/2022**

SALARY : R1 057 326 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria
: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Research Methodology/ Statistical Methods or an equivalent, coupled with five (5) years appropriate experience at a middle/ senior management level; A pre-entry certificate for SMS must be completed before an appointment can be considered ; Ability to conduct strategic management, project management and scenario planning exercises; Awareness of sport's transformation history since 1994, an understanding of sport's Transformation Charter and sport's transformation status; Understanding of transformation principles and the factors impacting transformation; Good understanding of the way in which the sport industry and its component parts functions; Insight and understanding of National and Provincial sport body structures and operations; Excellent report writing and presentation skills; Exceptional communication and proven interpersonal relationship skills to interface with sport bodies at all levels; Data base design and data interpretation and ability to analyse data statistically; Must be in possession of a Code 08 driver's licence

DUTIES : The purpose of the position is to specialize in the history of sport's transformation initiatives, the factors impacting on it as well as the design and implementation of transformation processes as it relates to sport; Conduct and update research on socio-political, economic and demographic change on the rate and extent of

transformation in sport with a specific focus on inequality and poverty related issues; Update and propose changes to the Transformation Charter to the Director General; Review strategic plans of federations to ensure incorporation of transformation audit report findings, conclusions and recommendations; Provide progress feedback to Eminent Persons Group Chairperson; Design, distribute and collect transformation data sheets to federations agreed with the Director General annually; Establish manual data base, analyse data sheets received, propose recommendations and prepare annual transformation audit reports; Present annual transformation report to federations audited and entities decided in by the DG for discussion and comment; Advice on the design of a system to assess the success or failure of the implementation of the transformation charter and scorecards; Propose first draft long-term strategic direction for sport transformation based on audit observation; Finalise 'Transformation Charter and Barometer Transformation Scorecard' reflecting each federation's transformation status and progress over three years for incorporation into final Report and present to the Director General
 Ms S Khan, Tel. (012) 441 3103

ENQUIRIES

POST 02/266

DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: DSAC-04/01/2022

SALARY

R1 057 326.per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS

Pretoria
 An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Management/ Administration or Social Sciences in the field of Public Relations or Industrial Psychology, coupled with five (5) years appropriate administrative and/or management experience at a middle/ senior management level; A pre-entry certificate for SMS must be completed before an appointment can be considered; A dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Strong written and verbal communication skills; Knowledge of operations and operational structures of Government; Knowledge of financial management, procurement and HR matters; Extensive generic management competencies, including strategic capability and leadership, people management, empowerment and financial management; Must be in possession of a Code 08 driver's licence.

DUTIES

The purpose of this position is to provide strategic and administrative support to the DG and to manage the Office of the Director-General; Ensure that the workflow is properly coordinated; Advise DG on pertinent administrative issues; Manage the assets in the DG offices (Pretoria and Cape Town) and the DG's official accommodation; Manage the secretariat services/liaison between Parliament and DSAC, and between Clusters and the DSAC (cabinet memoranda, parliamentary questions); Liaise with the Ministry on Cabinet and Parliamentary matters; Oversee the records management of the DG office; Quality check all documents received for DG's authorisation; Management of the budget of the DG office; Management of the correspondence of DG; Supervise staff in the DG office (Pretoria and Cape Town); Coordinate (with HR) the collation of Performance Agreements, Assessments and Performance Reviews of Top Management and staff in the DG office; Provide support to Executive-, Top- and Broad Management (logistical arrangements, minute taking, follow-up); TIC meetings (logistic arrangements, minute taking); Organise, plan and record the proceedings of other meetings as directed; Attend meetings as directed by DG; Conduct personal liaison with heads of national and provincial departments on functional matters; Manage interface between the Ministry and the Department; Generating memos and submissions in the DG office; Handling of specific projects as per the DG's request

ENQUIRIES

Ms M Tshikwatamba Tel No: (012) 441 3065

<u>POST 02/267</u>	:	<u>DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC-05/01/2022</u>
<u>SALARY</u>	:	R1 057 326 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF Level 7) as recognised by SAQA in Accounting or Financial Management; Five (5) years appropriate experience in the Finance and Accounting Management environment at a middle/ senior management level; Professional certification in Finance and Internal control environment e.g. CA will be an added advantage; A pre-entry certificate for SMS must be completed before an appointment can be considered; Knowledge of Financial Management and Accounting; Knowledge and understanding of PFMA (Public Finance Management Act); National Treasury Regulations, Tax legislation and SCOA; Knowledge and practical understanding of BAS, PERSAL and LOGIS Financial Systems; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, problem solving and analysis, accountability and ethical conduct and people management and empowerment; Must be in possession of a Code 08 driver's licence
<u>DUTIES</u>	:	The purpose of this position is to manage the development and implementation of internal control interventions in the Department; Manage the development of internal control policies and procedures according to the PFMA; Update policies and procedures in line with applicable legislation; Develop and implement internal control interventions; establish integrated internal control systems; establish departmental governance frameworks; establish departmental oversight and related committees; Management of audit queries; Facilitate and coordinate the development of responses to audit queries within the required time frame; Facilitate and consolidate reports for Management, Internal Audit and AGSA; Ensure compliance to the Internal Audit and AGSA; Development of departmental fraud prevention strategy; Development of departmental loss control system.
<u>ENQUIRIES</u>	:	Ms S Mondile Tel No: (012) 441 3443
<u>POST 02/268</u>	:	<u>DIRECTOR: BOOKS AND PUBLISHING REF NO: DSAC-06/01/2022</u>
<u>SALARY</u>	:	R1 057 326 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF Level 7) as recognised by SAQA in African Literature /Languages/ Publishing coupled with five (5) years appropriate experience at a middle/ senior management level in the arts, culture and heritage sector, with relevant understanding of literary environment or books or publishing industry; A pre-entry certificate for SMS must be completed before an appointment can be considered; Experience in government administration environment and background in project management is recommended; Good understanding of PFMA and relevant government legislation and policies ; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Research skills; Advanced computer literacy; Generic management competencies, including analytical and strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver's licence
<u>DUTIES</u>	:	The purpose of this position is to promote the culture of reading and development of the books and publishing sector; Management and facilitation of Books & Publishing programmes; Coordinate creation of relevant committees for the enhancement of Books and Publishing Industry; Ensure successful implementation

of Literary projects/programmes following the necessary project management processes; Development and execution of Books & Publishing policy; Host internal consultation processes for adoption of the strategy/policy; Ensure implementation of the strategy/policy on the projects run by the Unit; Human and Financial resource management; General administrative and operational functions.

ENQUIRIES : Mr VC Mabaso Tel No: (012) 441 3072

OTHER POSTS

POST 02/269 : **DEPUTY DIRECTOR: ARCHIVE SERVICES REF NO: DSAC-07/01/2022**

SALARY : R882 042 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE REQUIREMENTS : Pretoria
Candidates must have as a minimum qualification a Bachelor's degree/ National Diploma (NQF6) in Archival Studies, Heritage Studies or equivalent with majors in History, Information Science; At least 3-5 years relevant experience preferably in archival environment; Knowledge of National Archives repository holdings and South African History; Knowledge of the National Archives Act, PAIA, POPIA, MISS and the Copyright Act; Good communication, interpersonal and managerial skills; Ability to work under pressure; Knowledge of archival principles; project management skills, Computer literacy; Good client relations; Must be in possession of a Code 08 driver's licence.

DUTIES : The purpose of this position is to manage, collect, preserve, maintain and arrange Public and Non-Public Records and to make them accessible for research according to the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended; The organisation and management of the Client Services, Outreach and Publications as well as Sensitive Records Sub-Directorate: This includes oral history programme, arrangement and description, collections management, Quality assurance of archival processes; Develop and review archival service policies and strategies such as access to archival records. Provide secretarial support to National UNESCO's Memory of the World Programme and Oral History Association of SA; Promote awareness to the public about National Archives of SA and its collections

ENQUIRIES : Ms K Ngcobo Tel No: (012) 441 3234

POST 02/270 : **DEPUTY DIRECTOR: RISK MANAGEMENT, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DSAC-08/01/2022**

SALARY : R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE REQUIREMENTS : Pretoria
Candidates must have as a minimum qualification a Bachelor's degree or equivalent qualification (NQF 6) in Commerce / Risk Management with at least 5 years relevant experience of which 3 years must be at supervisory level; Candidates must also be a member of a relevant registered professional body [Institute of Risk Management South Africa/ Compliance Institute of South Africa; Certification as a Risk Practitioner/ Professional; Compliance Practitioner/ Professional or Certification in Project Management will be an added advantage; Knowledge of the Generally Accepted Compliance Practices; A professional certification with a SAQA accredited Professional Institute will be an added advantage; Knowledge of the Public Finance Management Act, Public Sector Risk Management Framework; Practical application of Compliance standards and principles; Knowledge of Risk Management software; Good communication, managerial, analytical and writing skills, with the ability to interact at high-profile levels; Must be in possession of a Code 08 driver's licence; Must be able to perform independently under pressure; Candidates will be subjected to a written assessment.

DUTIES : Develop and review the Compliance risk management framework including strategies, systems (methodologies, models etc.) and policies; Facilitate Compliance Risk Assessment and lead in the development of Compliance Risk Management Plans; Develop and implement the Fraud Prevention Strategies and Programmes; Facilitate Fraud Risk Assessments; Implement the anti-corruption implementation plans, maintain and report on the Departmental Ethics profile and report to oversight committees; Review the Ethics Policies and Strategies; Render Secretariat Services to the Department's Ethics & Integrity Committee; Institutionalize the Ethics & Integrity Programme and assess the Department's maturity levels on ethics and integrity[compliance levels on disclosures, risk analysis from identified conflict of interest etc; Manage subordinates within the unit.

ENQUIRIES : Ms B Spencer Tel No: (012) 441 3097

POST 02/271 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-09/01/2022**

SALARY : R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria

REQUIREMENTS : Candidates must have as a minimum qualification a Bachelor's degree/ National Diploma (NQF6) in Public and Development Management/Social Sciences or equivalent qualification; 3-5 years' experience in performance information auditing, risk management, strategy and planning, monitoring, reporting and evaluation services; A person with experience in performance information auditing will be advantageous; Report writing skills and ability to work with different stakeholders on performance information matters; Knowledge of performance information auditing, risk management, strategy and planning, monitoring and evaluation frameworks; Knowledge of Operational Management Framework, Project Management Principles; Quality management principles and processes; Planning and organizing skills; Communication skills; Good verbal and written communication skills; Time Management Skills; Must be in possession of a Code 8 driver's licence; Able to perform under pressure.

DUTIES : The purpose of this position is to coordinate and facilitate the development, implementation of monitoring and evaluation systems in the department; Analysis and review of monthly, quarterly and annual inputs submitted by programmes to M&E; Participate in the Quarterly and Departmental performance review sessions; Consolidate and review the development of quarterly performance reports; Finalise the quarterly performance report and facilitate the sign off by the DG or delegated official and ensure the submission to Internal Audit, DPME and National Treasury within set timelines; Creation of the tracking tools, dashboards for the portfolio of evidence; Review and consolidate quarterly performance presentations for Audit and Portfolio Committee; Consolidate and review the development of Annual Performance Report; Facilitate the submission of the Annual performance review report to AGSA; Facilitate the tabling of the Annual Report in Parliament; Review and consolidate Annual performance presentations for Audit and Portfolio Committee; Provide national oversight on provincial quarterly reporting on EQPRS of DPME; Establish and ensure functioning of the M&E forums with provinces, Compile a draft report on reviewed Annual Performance Plan 2020/21 (inclusive of its technical indicator description); Consolidate and review the development of quarterly operational plan reports. Lead the evaluation of the departmental programmes and projects and produce reports thereof.

ENQUIRIES : Mr TC Khumalo Tel No: (012) 441 3669

POST 02/272 : **DEPUTY DIRECTOR: COMMUNICATION REF NO: DSAC-10/01/2022**

SALARY : R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Candidates must have as a minimum qualification a Bachelor's degree/ National Diploma (NQF6) in Public Relations/ Media/ Communication Science; 3-5 years' appropriate and relevant experience; Experience in Media Management, Developing and disseminating media statements and advisories; Knowledge of communication disciplines, including media liaison; good knowledge of administration and finances; hosting and media networking sessions; media scanning; report writing; understanding the policy position of the department; Computer Literacy; Report writing an problem solving skills; Financial Management Skills; Project Management skills; Good verbal and written communication skills; Supervisory skills; Time Management Skills; Must be in possession of a Code 08 driver's licence; Ability to perform under pressure.
<u>DUTIES</u>	:	The purpose of this position is to provide strategic communications planning and advice on communications, Media and public relations matters, including media crisis management to the Minister, Deputy Minister and Senior Management of the Department; To manage relations between the department and media and provide support for maximum publicity of the departmental and Ministerial programmes; Provide departmental media liaison functions; Contribute toward the development of an integrated communication strategy and plan; Assist in managing the communications budget; Render effective media engagement function for the department and ministry; Develop and execute comprehensive communication strategies and media plans; Coordinate proactive media interviews, press briefings and other media engagement activities; Facilitate responses to media queries while adhering to tight deadlines; Draft and distribute media statements, advisories and fact sheets; Draft and ensure the publication of opinion pieces, letters of the editors, and speeches for the Minister and Deputy Minister; Lead the media monitoring and analysis function for the department; Manage the implementation of Service Level Agreements with service providers; Coordinate performance reports for the Directorate; Staff management.
<u>ENQUIRIES</u>	:	Ms Z Velaphi Tel No: (012) 441 3010
<u>POST 02/273</u>	:	<u>DEPUTY DIRECTOR: LIBRARY AND INFORMATION SERVICES & ASSOCIATED POLICY COORDINATION REF NO: DSAC-11/01/2022</u>
<u>SALARY</u>	:	R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must have as a minimum qualification a Bachelor's degree in Library and Information Science or equivalent qualification (NQF 6) with at least 3 years' experience as an Assistant Director and or relevant experience in the library and information services sector; Extensive knowledge of national and provincial legislation pertaining to library and information service sector including related institutions and associations; Extensive knowledge of policy administration, development, coordination and implementation; Knowledge of continental and international LIS institutions and associations; Extensive knowledge in managing budget and human resource matters; Strong liaison, communication, research and report writing skills; Ability to work under pressure; Good interpersonal relationships; Computer literacy; Must be in possession of a Code 8 driver's licence.
<u>DUTIES</u>	:	The purpose of this position is to provide high-level administrative support service to the National Council for Library and Information Services (NCLIS) and the Legal Deposit Committee; Administration of national LIS legislation and aspects relating thereto, in respect to NCLIS Act and assist with the coordination and administration of the conditional grant for community libraries; Manage and administer the promotion of national library and information services (LIS) legislation and certain corporate governance matters related to National Council of Library and Information Services (NCLIS), National Library of South Africa (NLSA), South African Library for the Blind (SALB) and coordination and implementation of policy matters; Manage the Secretariat of the National Council for Library and Information Services (NCLIS) and the Legal Deposit Committee (LDC) and their projects; Support the coordination of the conditional grant for community libraries and management; Manage and administer ad hoc grants relating to the National Library

of South Africa (NLSA), the Library and Information Association of South Africa (LIASA), South African National Council for the Blind (SANCB) Blind South Africa (BlindSA), etc; Support the coordination and administration of financial and human resources within the directorate.

ENQUIRIES : Ms R Phasha Tel No: (012) 441 3321

POST 02/274 : **DEPUTY DIRECTOR: ART AND DESIGN REF NO: DSAC-12/01/2022**

SALARY : R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria

REQUIREMENTS : Candidates must have as a minimum qualification a Bachelor's degree/ National Diploma (NQF 6) in Graphic Design or Fine Arts; 3 - 8 years proven experience in heraldic design and art; High technical heraldic design knowledge, including knowledge of heraldic composition; Computer design skills in one of the popular design software will be highly recommended; Planning and organising skills; People management and empowerment skills; Basic knowledge of Heraldry Act as well as other relevant legislations.

DUTIES : The successful incumbent will be responsible for executing the following: Manage the art and design unit of the bureau and its operations; Coordination heraldic artists; Preparation and coordination of draft designs; The incumbent briefs artists on new designs; Some of the responsibilities includes: refining of designs, undertaking of quality assurance processes of design, preparation of certificates of registration for new applicants such as municipalities, schools, associations and persons, digital drafting and editing of designs and performance management.

ENQUIRIES : Mr T Mabaso Tel No: (012) 441 3223

POST 02/275 : **ASSISTANT DIRECTOR: CLIENT SERVICES AND SENSITIVE RECORDS REF NO: DSAC-13/01/2022**

SALARY : R477 090 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised three-year Bachelor's degree or equivalent qualification (NQF6) with an appropriate major subject, such as History or Information Management; A relevant post-graduate qualification, such as Archival Studies, would be a recommendation; At least 6 years professional archival experience in progressively more responsible positions in an Archives Repository or associated institution; Knowledge of the Archives Act and other legislation which impacts on the National Archives Repository; Knowledge of the Promotion of Access to Information Act and other access legislation; Good organising, planning, monitoring and reporting principles and practices skills; Computer skills; People Management and empowerment skills; Negotiation and conflict management skills.

DUTIES : The purpose of this position is to manage, collect, preserve, maintain and arrange Public and Non-Public Records and to make them accessible for research according to the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended); The organisation and management of the Client Service and Sensitive Records Component of the National Archives Repository; Assist the Directorate with the formulation/revision of policy, manuals or procedures; Interview academic researchers and assist with research problems; Access to Archival Records; Supervision of Client Services Component; Supervision of Sensitive Records Component; Monitor Strongroom Register; Investigate complaints regarding service delivery; Chair COMIFA meetings; Implementing ICA Atom Programme Assisting with the correct formulation/revision of policy and other documents; Liaise with client offices including the DOJ staff with regard to PAIA applications; Deal with written / verbal requests for access; Investigate and process the content of sensitive records and provide sensitive records to successful applicants; Advise DD/AS, D/NA and CD/NA&L on access in terms of Access Legislation; Manage the Electronic Archival Retrieval Management System (EARMS) and NARSSA website within Client Services; Supervise and mentor Client Services staff regarding EARMS; Interacts closely with staff of the

RM, IS, NFVSA and Preservation as well as Provincial Archives and other participating institutions re input into the NAAIRS System and training of staff in AtoM; Manage and update guides, directives, etc. re EARMS; Draft and update content for AtoM and/or the website; Manage and verify AtoM content to be published to the Website; Digitisation of Heritage projects.

ENQUIRIES : Post-related: Ms K Ngcobo Tel No: (012) 441 3234

POST 02/276 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING AND REPORTING REF NO: DSAC-14/01/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS :

Three-year National Diploma/Degree (NQF 6) in Finance/ Accounting coupled with 5 years Financial Management Experience; Thorough knowledge of laws, regulations, policies, instructions and systems applicable to Financial Management in the Public Service; In depth knowledge of budgeting processes; Ability to perform independently and under pressure; Good communication and interpersonal relations; Computer literacy; Planning and organisation skills.

DUTIES : Managing and monitoring of the budget cycle; Coordinate, manage and evaluate inputs from programmes and consolidate into a database; Coordinate meetings with line function managers to assist with finalisation of budget inputs; Ensure that National Treasury guidelines are adhered to; Timeous submission of the database and chapter to National Treasury; Assist line function to compile drawings and ensure alignment to operational plans; Managing and monitoring of the Annual Financial Statements; Ensure correct allocation of expenditure and update expenditure reports after year end closure for use of Appropriation statement; Managing and monitoring of the financial reporting to National Treasury; Review in year monitoring database on a monthly basis to be submitted to National Treasury; Update expenditure reports on a monthly basis and ensure that it balancing to BAS; Managing and monitoring of the budget on BAS.

ENQUIRIES : Ms S Mondile Tel No: (012) 441 3443

POST 02/277 : **ASSISTANT DIRECTOR: LABOUR RELATIONS MANAGEMENT REF NO: DSAC-15/01/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS :

Degree / BTech/ National Diploma in Labour Relations/ Labour Law or Degree in Law/LLB coupled with 2-3 years relevant experience; Knowledge and Skills in Labour Legislation; Valid code 08 Driver's license; Computer literacy's certificate; Excellent interpersonal skills; Excellent communication (verbal & written) Report writing skills; Attention to detail; Customer oriented; Strong administrative and Managerial skills.

DUTIES : Implement and maintain sound labour relations policies, practices and systems. Coordinate and handle all misconduct and dispute cases in the Department promptly and effectively. Finalize all grievances and complains received from employees in the Department timeously. Assist with managing the co-ordination of the Departmental Bargaining Chamber; Receive dates of DBC from the Secretariat of Council (GPSSBC) and circulate to Members; Coordinate Preparatory DBC Meetings on behalf of the Employer; Monitor and collate information during strike action; Optimal administration of Labour Relations records, statistics and submit compliance reports (DPSA, PSC); Facilitate Employee Relations related capacity building programmes.

ENQUIRIES : Mr I Maeko Tel No: (012) 441 3545

POST 02/278 : **ASSISTANT DIRECTOR: WINDOWS SYSTEMS ADMINISTRATOR REF NO: DSAC-16/01/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS :

Applicants must be in possession of an appropriate Bachelor's degree/ National Diploma (NQF6) in Computer Science or Information Technology (IT) or an

equivalent qualification; An Advanced Diploma (NQF Level 7) in Information Technology will be an added advantage; Certificate in Microsoft Certified Solutions Expert (MCSE), Microsoft 365 Certified and VMware Certified Professional will be an added advantage; Experience in Windows Server 2012/2016 environment, ICT network management, Server Administration, Configuration and deployment of Windows, systems Back-up and recovery functions and technologies; Project management; ICT Research, Knowledge of working in virtualization infrastructure and virtualized systems (VMware); Advanced knowledge of Active Directory 2016/ Azure Active Directory as well Microsoft Exchange Server 2016 and Microsoft cloud administration; Advanced desktop/LAN support; Firewalls and proxies , MySQL experience; Good communication and interpersonal relations; Problem solving skills.

DUTIES : Plan, co-ordinate, install, configure and manage all Windows Systems and Servers; Implement policies on Active Directory; Maintain the Active Directory and ensure proper account management; Maintain Microsoft Exchange and ensure availability of emails through all various channels and devices; Identify and resolve (hardware and software) technical problems and malfunctions related to Windows Operating Systems; Infrastructure planning and systems provisioning in a Windows environment; Maintain the DAC virtual server infrastructure; Assist in the development and implementation of policies and procedures for Windows administration; Monitor and control infrastructure performance; Perform backup and recovery services; Perform advanced LAN/Desktop support; Supervision of the ICT Service Desk function as well as IT Technicians.

ENQUIRIES : Mr S Phala Tel No: (012) 441 3738

POST 02/279 : **ASSISTANT DIRECTOR: LINUX SYSTEMS ADMINISTRATOR REF NO: DSAC-17/01/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : Three year National Diploma/Degree (NQF 6) in ICT or equivalent; Certification in Linux (LPI); 2-3 years relevant experience in Suse Linux servers and operating systems; ICT network management; Server Administration; Configuration and deployment of Linux systems; Knowledge of back-up and recovery; Project management ICT Research; Working knowledge of DHCP, DNS, SMTP, FTP, HTTP, Apache, Web Server and MySQL; Understanding of virtualization infrastructure and virtualized systems; Firewalls and proxies; Good communication and interpersonal relations; Problem solving; Analytical and creative skills; Computer literacy.

DUTIES : Maintenance of all Linux servers and Linux based applications; Configuration and deployment of Linux Servers and systems; Provisioning of Servers and storage space on a virtual environment; Networking in a Linux environment•System administration and monitoring; Planning, deployment and maintenance of network infrastructure; Configuration and maintenance of network switches, Wi-Fi controllers and Wi-Fi access points•Maintenance of connectivity links and data lines.

ENQUIRIES : Post-related: Mr S Phala Tel No: (012) 441 3738

POST 02/280 : **ASSISTANT DIRECTOR: SENSITIVE RECORDS REF NO: DSAC-18/01/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : A recognised three-year Bachelor's degree or equivalent qualification (NQF6) with an appropriate major subject, such as History or Information Management; A relevant post-graduate qualification, such as Archival Studies, would be a recommendation; At least 6 years professional archival experience in progressively more responsible positions in an Archives Repository or associated institution; Knowledge of the Archives Act and other legislation which impacts on the National Archives Repository; Knowledge of the Promotion of Access to Information Act and other access legislation; Good organising, planning, monitoring and reporting principles and practices skills; Computer skills; People Management and empowerment skills; Negotiation and conflict management skills.

- DUTIES** : The purpose of this position is to manage, collect, preserve, maintain and arrange sensitive Public Records and to make them accessible for research according to the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended); The organisation and management of the Sensitive Records Component of the National Archives Repository; Assist the Directorate with the formulation/revision of policy, manuals or procedures; Interview academic researchers and assist with research problems; Access to Sensitive Records; Assisting with the correct formulation/revising of policy and other documents; Liaise with client offices including the DOJ staff with regard to PAIA applications; Deal with written / verbal requests for access; Investigate and process the content of sensitive records and provide sensitive records to successful applicants; Advise DD/AS, D/NA and CD/NA&L on access in terms of Access Legislation; Manage the Electronic Archival Retrieval Management System (EARMS) within Sensitive Records Section; Supervise and mentor Sensitive Records staff; Interacts closely with staff of the RM, IS, NFVSA and Preservation as well as Provincial Archives and other participating institutions regarding input into the NAAIRS System and training of staff in AtoM; Manage and update guides, directives, etc. re EARMS; Draft and update content on AtoM; Manage and verify AtoM content to be published to the website.
- ENQUIRIES** : Post-related: Ms K Ngcobo Tel No: (012) 441 3234
- POST 02/281** : **ASSISTANT DIRECTOR: SECURITY SERVICES (NATIONAL ARCHIVES) REF NO: DSAC-19/01/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Pretoria
: Three-year National Diploma/Degree (NQF 6) in Security Management coupled with a minimum of 6 years related experience; Applicants must be in possession of a PSIRA Grade A Management certificate; Knowledge of Security Law, Security Risk Management, Security Supervision, Security Operational Management, Security Administration, Personnel Security Administration and security Contingency Management; Good communication and interpersonal relations Problem solving skills.
- DUTIES** : The purpose of this position is to manage the information and physical security functions; Assist with security policy and procedures implementation; Security Administration; Manage and update the electronic access control, CCTV and fire prevention systems; Create, interpret and report on security management information; Administrate security tenders; Supervise security and reception personnel; Train security personnel; Present security awareness training; Investigate security incidents and breaches; Report back on security incidents, breaches and risks; Supervise and assist with contingency matters; Monitor and report on security; Perform security audits and inspections; Implement key control; Access control; Attend meetings and report back
- ENQUIRIES** : Post-related: Mr. K. Makena Tel No: (012) 441 3214
- POST 02/282** : **CHIEF LANGUAGE PRACTITIONER: FOREIGN LANGUAGES (TRANSLATOR: FRENCH INTO ENGLISH) REF NO: DSAC-20/01/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Pretoria
: An appropriate, recognised Bachelor's degree with French or Translation as a major subject; 3-5 years' proven French translation experience; Excellent command of English; Proven general computer literacy; Ability to translate and edit text electronically; Good written and verbal communication skills; Ability to work under pressure; Good interpersonal skills; Knowledge of the Use of Official Languages Act, 2012, and its regulations; Additional requirement: successful completion of departmental French into English translation test.
- DUTIES** : Translate official documents from French into English; Do quality control of in-house and outsourced documents translated from the relevant language; Do administrative work for in-house and outsourced documents; Liaise with clients, freelance translators and departmental staff; Give advice to clients on language

ENQUIRIES : matters; Supervise and report on subordinates and Foreign Languages Section; Perform other activities related to the office when required.
 Post-related: Ms M Gaffane Tel No: (012) 441 3256

POST 02/283 : **COMPLIANCE AND ENFORCEMENT OFFICER REF NO: DSAC-21/01/2022 (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification of National Diploma (NQF 6) in Civil Engineering or Building coupled with 3-5 years' experience in the field of Infrastructure Support, Management and Delivery; Multi-skilled, dynamic, self-motivated professional; Knowledge of the sporting environment in South Africa would be an added advantage; Excellent organizational and writing skills; Strong negotiation and interpersonal skills; The ability to interact at a high level; A Code 08 driver's license and willingness to travel; Computer Literacy.

DUTIES : Research, investigation and analyses of infrastructure, with particular emphasis on sport infrastructure; Perform site inspections of the sport and recreation infrastructure projects; Ensure compliance to infrastructure norms and standards; Ensure compliance to the applicable design guidelines and building standards; Drafting of detailed site reports and recommend remedial actions; Draft, implement and maintain policies to address compliance.

ENQUIRIES : Post-related: Mr. Songezo Petela Tel No: (012) 441 3000

POST 02/284 : **AUDIO VISUAL ARCHIVIST: SOUND REF NO: DSAC-22/01/2022**

SALARY : R261 372 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year Degree or National Diploma (NQF 6) in Sound Technology/Engineering or Film (majoring in Sound); A certificate/Post-Graduate Diploma in Archival Studies will be an added advantage; Minimum of 6 months working experience in a Sound/Film Archive or similar environment; Have interest and knowledgeable about South African Audio Visual Industries; Knowledgeable about the South African Musical landscape; Basic Computer skills; Good organizing and writing Skills; Have technical skills and experience in working with AV Equipment; Extensive/specialist knowledge and experience in working with sound studio equipment; Technical Skills/ Specialist Knowledge in Preservation/ Conservation Management.

DUTIES : The purpose of this position is to collect, preserve, promote and make accessible the sound collections of the National Archives and Record Services of South Africa; Sound Collection Preservation Management (including NAAIRS/Digitisation of the collection) and Sound Studio Maintenance; Management of Oral History and Indigenous Music Programmes and technical aspects; Liaise with different stakeholders within the music/sound and related industries; Represent the NFVSA at various platforms (conferences, Symposia, Workshops etc.); Manage various projects of the Sound Preservation Section, NFVSA; Research, prepare and present on the work of the NFVSA, NARSA and DSAC; Research on South African audio-visual productions

ENQUIRIES : Post-related: Mr N. Languza, Tel: (012) 441 3163

POST 02/285 : **CHIEF ACCOUNTING CLERK REF NO: DSAC-23/01/2022**

SALARY : R261 372 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year Degree or National Diploma (NQF 6) in Accounting coupled with 2-3 years' appropriate experience; Knowledge of the Public Finance Management Act, Treasury regulations and financial Systems; Computer and good communication skills; Knowledge of Basic Accounting System; The ability to interpret and apply financial policy and procedures; The ability to work as a team

DUTIES : The purpose of this position is the issuing of receipts and receiving of cash; General duties relating to the cashier's office; Clearing of ledger suspense accounts; Revenue Exchange; Issuing of receipts; Capturing of receipts on BAS; Compile

		BAS receipt form; Request BAS reports; Management of Petty Cash; Receiving and safe keeping of cash; Issuing of petty cash; Replenishment of petty cash; Collecting supporting documents for outstanding requests; Revenue non exchange; Recon of monthly revenue collected; Compiling of BAS payment; Compiling of Compliance certificate to National Treasury; General journals capture; Safetyweb functions.
<u>ENQUIRIES</u>	:	Post-related: Mr JL Fourie Tel No: (012) 441 3000
<u>POST 02/286</u>	:	<u>PERSONAL ASSISTANT/ ADMINISTRATIVE OFFICER: OFFICE OF THE CHIEF DIRECTOR: HRM REF NO: DSAC-24/01/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Pretoria
	:	A Three Year Degree/National Diploma (NQF6) in Public Management/ Administration or equivalent qualification with 2-3 years' proven experience; Knowledge of applicable Public Service prescripts such as SCM, financial delegations, etc; Computer literacy; Good communication and interpersonal relations; Knowledge and understanding of an electronic document management system.
<u>DUTIES</u>	:	The purpose of the position is to perform administrative duties in the Chief Directorate HRM&D; Manage workflow in the Chief Directorate; Provide administrative support with regard to financial administration, personnel administration, ordering of stationary and other office tools and other administrative related matters as instructed by the Chief Director; Render specific support to the Chief Director with regards to monitoring and evaluation of the Chief Directorate's activities; Take minutes of the Chief Directorate meetings and follow-up on activities/ decisions/ resolutions taken
<u>ENQUIRIES</u>	:	Post-related: Mr D Mabulane Tel No: (012) 441 1020
<u>POST 02/287</u>	:	<u>SPORT PROMOTION OFFICER: SPORT SUPPORT AND FEDERATION CO-ORDINATION REF NO: DSAC-25/01/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Pretoria
	:	Three-year Degree or National Diploma (NQF 6) in Sport Management/ Administration coupled with a minimum of 2 years relevant experience; Must have ability to generate ideas, fresh perspectives and innovative approaches in order to contribute solutions to problems, overcome constraints and generate new solutions to problems; Ability to produce written business/technical communications and reports and communicate verbally in meetings, public presentations, conversations and interviews in order to convey and communicate concepts, messages, decisions and policies; Ability to identify and define problems, extract key information from data and develop workable solutions for the problems identified in order to test and verify the cause of the problem and develop solutions to resolve the problems identified; Ability to use introspection, self-evaluation and self-management techniques in order to pro-actively and continuously improve own behaviour and performance; Ability to work co-operatively with other individuals and makes valued contributions to the outputs of others in order to assist own team or project to achieve the required outputs Must have a valid driver's license (Code 08).
<u>DUTIES</u>	:	The purpose of this post is to provide technical support to develop policy, norms and standards for the governance and provisioning of sport by affiliated and recognised sport entities and service providers; Source, analyse and verify research data to support the identification, development and adoption of policies, norms and standards for the administration of sport codes and service providers by the relevant sport entities and governance bodies in line with the priorities of government; Source, analyse and verify data and reports informing technical advisory support services for the implementation of relevant policies; Develop and maintain a sport policy formulation information and best practice systems.
<u>ENQUIRIES</u>	:	Post-related: Mr M Mncina Tel No: (012) 441 3000

POST 02/288 : **SENIOR SECRETARY TO THE CHIEF DIRECTOR: HERITAGE REF NO: DSAC-26/01/2022**

SALARY : R261 372 per annum

CENTRE : Pretoria

REQUIREMENTS : A Secretarial Diploma with 3 years relevant and appropriate experience; Language skills and the ability to communicate well with people from different levels and from different backgrounds; Intermediate to advance knowledge of word processing, spreadsheet and presentation packages; Good Telephone etiquette.

DUTIES : The purpose of this position is to render advanced secretarial support service to the senior manager; Provide advanced clerical support service to the manager(s) and/or component; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager; Supports the Manager with the administration of the budget

ENQUIRIES : Mr I Langeveld Tel No: (012) 441 3037

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria; or go to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit an online application.
- CLOSING DATE** : 04 February 2022
- NOTE** : Applications submitted must be accompanied by copies of qualifications, ID (Certification is not required), curriculum vitae and a signed form Z83 (as amended November 2020), obtainable from any Public Service Department or on the internet at www.gov.za/documents. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. 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. 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 02/289** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: (MIN-026)**
Overview: To provide administrative support to the executive authority on matters relating to Parliament and Cabinet.

- SALARY** : R744 255 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Pretoria and Cape Town
- REQUIREMENTS** : A three-year National Diploma/B. Degree in Public Administration or equivalent qualification. 3-5 years' relevant experience. Skills/Knowledge: Proven management competencies. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of Ministry operations. Experience in people management and empowerment, financial management and project management. Communication skills (verbal and written), planning and organising, report writing, analysis and presentation skills. Computer literacy.

- DUTIES** : Monitor events in Parliament to identify matters that have a bearing on the portfolio of the executive authority: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the executive authority. Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decisions taken. Monitor events in Cabinet to identify matters that have a bearing on the portfolio of the executive authority: Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the executive authority. Liaise with structures, by attending meetings, like cluster and cabinet committees. Render an efficient and effective parliamentary service: Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Gazette and table draft bills emanating from the portfolio of the executive authority. Provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority. Co-ordinate and control movements

between the Pretoria and Cape Town offices for Parliamentary sessions: Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town .Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remain up to date about the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the executive authority.

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 mumeric targets as contained in the department's Employment Equity plan.

CLOSING DATE : 11 February 2022

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 by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. 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 all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

POST 02/290 : **DEPUTY DIRECTOR: POLICY REF NO: 2022/01**

SALARY : R744 256 per annum (Level 11), (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 : A Bachelor's degree or equivalent qualification in Law or Public Policy or Public Administration or Monitoring and Evaluation on NQF level 6/7 plus 3-5 years' experience in implementation of legislation, provision of administrative, secretariat and technical support to statutory structures. A valid driver's licence. Knowledge and experience of customary initiation and the traditional leadership sector will serve as an added advantage. Generic competency: Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation interpretation; Secretariat of Statutory structures; Coordination and monitoring skills; Legislation and/or Policy implementation.

DUTIES : The successful candidate will perform the following duties: Implement the Customary Initiation Act, 2021 (CIA); Coordinate and monitor implementation of the Customary Initiation Act; Provide secretariat, administrative and technical support to the National Initiation Oversight Committee (NIOC); To implement the Traditional and Khoi-San Leadership Act, 2019 (TKLA); To coordinate and monitor the implementation of the TKLA.

ENQUIRIES : Ms S. Phelelo Tel No: (012) 334 0567

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building

FOR ATTENTION : Director: Human Resource Management

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 04 February 2022

NOTE : Interested applicants must submit their applications for employment to the e-mail 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 as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. 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. The Department of Water and 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 two (2) months of this advertisement, please accept that your application has been unsuccessful. 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 02/291 : **DEPUTY DIRECTOR-GENERAL: WATER AND SANITATION SERVICES**
MANAGEMENT REF NO: 040222/01
 Branch: Water Services Management
 (This is a re-advertisement, applicants who have previously applied need to re-apply)

SALARY : R1 521 591 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE : Pretoria Head Office

REQUIREMENTS : An undergraduate qualification (NQF7) in Natural Sciences or Engineering and an appropriate post-graduate qualification (NQF level 8) in Management, Natural Sciences, Engineering or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience on Senior Management level. Specific knowledge

of Water Services and the District Development Model (DDM). An in-depth understanding of the challenges that face the water sector. Ability to initiate and implement integrated approaches to problem solving in the water sector. Strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, good communication (verbal and written) skills, accountability and ethical conduct.

DUTIES

: As the Head of the Branch: Water and Sanitation Services Management, the incumbent of this position will be responsible to provide leadership for long term sustainable provisioning of water supply and sanitation services. Specific focus areas include the following: the development and maintenance of water supply and sanitation services sector strategy, formulation of planning frameworks and provision of support to stakeholders to ensure compliance to the regulatory framework, provision of water supply and sanitation services information to stakeholders, to support decision making and planning, formulation of sanitation planning and water use efficiency frameworks, oversight and management of water supply and sanitation services infrastructure grants and programmes (e.g. RBIG, WSIG, etc.) and the provision of support on water supply and sanitation services management functions to stakeholders. It is the responsibility of the incumbent of the positions to co-ordinate the planning and implementation of strategies and policies aimed at improving service delivery and ensuring that all Chief Directorates and Directorates provide adequate services in line with its mandate, vision, and mission. Developing reports on Branch Operational Plans in line with the Departmental Strategic Plans, Annual Performance Plans, Annual Reports, Programmes and Projects. Ensure that key deliverables as defined by the National Water and Sanitation Master Plan relating to the Branch, are implemented. Render expert advice to the Director-General and Minister on application of the legislative mandate and enabling regulatory frameworks.

ENQUIRIES

: Mr. C Greve Tel No: (012) 336 8402

APPLICATIONS

: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment.DDG@dws.gov.za

FOR ATTENTION

: Dr. M Ramsing

POST 02/292

: **DEPUTY DIRECTOR-GENERAL: REGULATION COMPLIANCE AND ENFORCEMENT REF NO: 040222/02**

Branch: regulation compliance and enforcement

(This is a re-advertisement, applicants who have previously applied need to re-apply)

SALARY

: R1 521 591 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE

: Pretoria Head Office

REQUIREMENTS

: An undergraduate qualification (NQF7) in Natural Sciences or Engineering and an appropriate post-graduate qualification (NQF level 8) in Management, Natural Sciences, Engineering or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience on Senior Management level. Knowledge and experience in Water Sector. Knowledge and experience in policy formulation, implementation, and monitoring. Knowledge and experience in project and programme management. Understanding of social and economic development issues. Understanding of Water Sector legislation. Strategic capability and leadership. Financial management. Change management. Knowledge in water management and experience in a regulatory environment will be an added advantage. Service Delivery Innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Legal background and experience will be of advantage. Accountability and ethical conduct.

DUTIES : The protection of consumer interest in relation to water tariffs. The regulation of drinking water quality and waste-water services. The assurance of compliance to water use legislation across all sectors. Ensuring compliance with regulations pertaining to scientific practices. The assurance of the supply of safe drinking water. The facilitation of compliance of waste-water services to legislation. The improvement of waste-water services. The enforcement of compliance with legislation and authorisation conditions by all water users. The investigation of non-compliance for possible prosecution. The provision of policies and guidelines to the water sector on appropriate legal procedures and actions. The facilitation of the initiation of the first phase of prosecution of perpetrators for non-compliance. The provision of administrative legal support to the Enforcement unit. Ensure that key deliverables as defined by the National Water and Sanitation Master Plan relating to the Branch are implemented. Develop monitoring systems and mechanisms to ensure that the key deliverables outlined in the Strategic Plan is implemented. Ensure compliance to PFMA, PSR and Departmental Prescripts. Render expert advice to the Director-General and Minister on the application of the legislative mandate and enabling regulatory frameworks. Recommend updates to legislation and prescripts and provide expert interpretation of the relevant legislation and prescripts. Provide Minister with accurate information required for parliamentary responses in accordance with prescribed timeframes.

ENQUIRIES : Mr. C Greve Tel No: (012) 336 8402
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line Recruitment.DDG@dws.gov.za

FOR ATTENTION : Dr. M Ramsing

POST 02/293 : **CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 040222/03**
Branch: Office of the Director-General
CD: Internal Audit

SALARY : R1 251 183 per annum (Level 14), (all-inclusive salary package)
CENTRE : Pretoria Head office
REQUIREMENTS : An appropriate recognised Bachelor's degree (NQF 7) in Auditing/ Risk Management/ Management Accounting fields. Eight (8) to Ten (10) years' experience in Internal Auditing of which 5 years must be at a Senior Managerial level. Possession of either one or more of the following Professional Certifications: Chartered Accountant (CA); Certified Internal Audit (CIA); Performing an Effective Quality Assessment (PEQA); Certified Government Auditing Professional (CCSA); Certified Information System Auditor (CISA); Information Systems Audit Professional [ISAP (SA)] and Certified Fraud Examiner (CFE) will be an added advantage. A valid drivers license (Attach a copy). 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 (Compliance/Operational, Information Systems Audit, Performance and Forensic Audits), Governance, Risk management, Public Finance Management Act and Treasury Regulations. Understanding and knowledge of accounting and other relevant principles (IFRS/GAAP/GRAP). Proven strategic, financial management and leadership capabilities. Good communication (both verbal and report writing), planning, problem solving, sound research, negotiation, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information and must be willing to travel extensively work under pressure and work long/irregular hours.

DUTIES : Lead the Internal Audit Function. Provide management and Audit Committee support on the facilitation and coordination of internal audit services within the Department. Develop a three-year risk-based strategic internal audit plan and risk-based annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas. Manage and coordinate planning and execution of internal audits (Compliance/Operational, Information Systems, Performance and Forensic Audits). Develop and deliver a disciplined approach of evaluating and improving the effectiveness of the Department's controls, governance and risk management processes. Identify audit gaps and provide corrective measures. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing

and analysing evidence, and documenting client processes and procedures. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guidelines and 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. Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit and Risk Committees. Perform investigations and ad-hoc audits as and when requested by management. Prepare audit reports. Facilitate the Audit Committee functions.

ENQUIRIES : Mr. C Greve Tel No: (012) 336 8402
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment.DDG@dws.gov.za

FOR ATTENTION : Dr. M Ramsing
NOTE : Preference will give to females and person with disabilities

POST 02/294 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 040222/05**
 Branch: Finance Management (Main Account)
 (This is a re-advertisement, applicants who have previously applied need to re-apply)

SALARY : R1 057 326 per annum (Level 13)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor's Degree in Commerce majoring in Supply Chain Management, Logistics or Accounting at NQF level 7 as recognized by SAQA. Five (5) five years' experience in a middle management role in relation to Supply Chain Management within the Public Sector. Vast knowledge and experience in Supply Chain Management. Understanding the public-sector Supply Chain Management and related legislations would be an added advantage. Applicants must have an in depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Modified Cash Standards (MCS) requirements and the Public Finance Management Act (PFMA). Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management at a strategic and operational level, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules. Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.

DUTIES : Lead and manage the Supply Chain Management directorate. Provide strategic direction, leadership and management with regard to the Supply Chain Management in the department. Effective management of the directorate functions of Demand Management, Acquisition Management, Logistics, Contract Management and supply chain performance. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, managing the bid process of the department. Tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, supplier performance management, redundant materials management. Provide advisory service and establishment of functional

Bid Committees. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation. Develop, manage and execute the key strategic objectives and business plan of the Supply Chain Management directorate. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Interpret, understand and implement Supply Chain Management as contained in relevant legislation, regulations and MCS standards. Develop and implement relevant policies and procedures with respect to Supply Chain Management for the department. Develop and implement internal control procedures to ensure the effective functioning of the directorate and management of risk. Ensure sound contract management and compliance with contract conditions.

ENQUIRIES APPLICATIONS : Mr. N. Seroka Tel No: (012) 336 7039
 : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. LI Mabile
 : This post is targeted for females.

OTHER POSTS

POST 02/295 : **CHIEF ENGINEER (CIVIL) GRADE A: REF NO: 040222/04**
 Branch: Provincial Coordination And International Cooperation: North West

SALARY CENTRE REQUIREMENTS : R1 058 469 per annum, (All-inclusive OSD salary package)
 : Mmabatho
 : An Engineering Degree (B Engineering/BSc Engineering) or relevant qualification. Six (6) years post qualification experience required. Registration with ECSA as a Professional Engineer. A valid driver's license is compulsory. Program and Project management. Engineering, legal and operational compliance. Engineering and operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management. Negotiation skills. Change management.

DUTIES : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.

ENQUIRIES APPLICATIONS : Ms W Ralekoa Cell No: (082) 875 4158
 : Mmabatho Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner. Dr James Moroka Drive and Sekame Road, Unit99 Ground Floor

FOR ATTENTION : Mr Ntwe MJ

POST 02/296 : **DEVELOPMENT EXPERT REF NO: 040222/06**
 Branch: Provincial Coordination and International Cooperation: North West

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
 : Mmabatho
 : A National Diploma / Degree in Human Sciences/Development studies or equivalent. One (1) to two (2) years experience in community development environment. Knowledge of legislation governing the water sector and public service prescripts. Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Departmental policies and procedures. Knowledge of capacity building procedures and techniques. Framework for managing performance information. Knowledge of integrated water sector matters. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Facilitate Community participation on the development of water projects. Support communities and perform administrative support on community development and related activities. Facilitate intergovernmental relations and Sector Collaboration initiatives. Assist with the development support plans for on water issues in the community. Planning of water and sanitation programmes. Implementation of water and sanitation regulatory framework. Monitoring and evaluation of water and sanitation programmes. Participate in community capacity building initiatives. Provide support to the implementation and management water and sanitation projects.). Administration of monitoring and evaluation of all projects.

ENQUIRIES APPLICATIONS : Ms M Moreosele Tel No: (018) 387 9517
: Mmabatho: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner. Dr James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION : Mr Ntwe MJ

POST 02/297 : **ADMINISTRATION CLERK REF NO: 040222/07**
Branch: Provincial Coordination and International Cooperation: North West

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Mmabatho
: A Senior / Grade 12 certificate. One (1) to two 2 years' experience in office administration will serve as an added advantage. Knowledge of administrative functions and procedures. The ability to operate computer and photocopiers. Basic knowledge and insight of Human Resource prescripts. Knowledge on data capturing, planning and organizing. Knowledge of understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Render general administrative support services. Provide supply chain management support services within the sub component. Provide personnel administration support services within the component. Provide financial administration support services in the sub component. Provide logistical arrangement support in the sub unit. Support in the consolidation of reports. Provide secretariat support during the meeting in the sub component.

ENQUIRIES APPLICATIONS : Ms M Moreosele Tel No: (018) 387 9517
: Mmabatho: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner. Dr James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION : Mr Ntwe MJ

POST 02/298 : **DRIVER REF NO: 040222/08 (X2 POSTS)**
Branch: Infrastructure Management Northern Operations

SALARY CENTRE REQUIREMENTS : R124 434 per annum (Level 03)
: Hartbeespoort (X1 Post)
: Roodeplaat (X1 Post)
: A Grade 10 certificate. A valid driver's license (Attach a copy). Five years' experience as a Driver. Experience in messenger services. Knowledge of driving services. Knowledge of operating equipment. Basic knowledge of organizational policies and procedures. Basic literacy (read and write) and language skills. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Basic knowledge of financial management and PFMA. Interpersonal relations. Accountability and ethical conduct. Client orientation and Customer focus. Good communication skills. Knowledge of analytical procedures.

DUTIES : Operation of light motor vehicles. Keep record of logbooks, implement best practices of driving services, analyze logistics operations, delivery and collection of passengers, packages, documents and small volume supplies, maintenance of register regarding deliveries and pickups. General maintenance of light motor

vehicles. Check records of vehicles to be serviced every months, formulate procedures on issuing of vehicles, function in accordance with applicable transport policy requirements, routine maintenance of vehicles, routine inspection for visible defects around the exterior of the vehicle. Maintenance of light motor vehicles. Recording of fuel and fluid levels and operations of vehicles. Storage of light motor vehicles. Ensure vehicles are kept safe, ensure hazards are cleared where vehicles are parked, ensure that vehicles are parked and issued according to government legislation.

ENQUIRIES : Mr. JJ Pretorius Tel No: (087) 943 3719
APPLICATIONS : Hartbeespoort / Roodeplaat Please email your application quoting the relevant reference number on the subject line to HBPreruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi

POST 02/299 : **GENERAL WORKER REF NO: 040222/09 (X43 POSTS)**
 Branch: Infrastructure Management Northern Operations

SALARY : R104 073 per annum (Level 02)
CENTRE : Groblersdal Area Office (Aquaville Maintenance (X3 Posts)
 Civil Maintenance (X5 Posts)
 Electrical Maintenance (X1 Post)
 Mechanical Maintenance (X4 Posts)
 De Hoop (X5 Posts)
 Renesterkop (X1 Post)
 ElandsRiver GWS (Rust de Winter) (X3 Posts)
 Inyaka dam (X1 Post)
 Kwena dam (X1 Post)
 Hartbeespoort Area Office (Civil Maintenance (X19 Posts)

REQUIREMENTS : An ABET certificate. One (1) to two (2) years experience as a General Worker will be an added advantage. 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) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Knowledge of using a bush cutter, Submersible pumps, chain blocks and overhead cranes. Good communication skills. Ability to work under supervision and in a team. Must be punctual, productive and loyal.

DUTIES : Load and off load of tools, materials and equipment on a daily basis. Assist with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc.) during dry periods. Assist with the cutting and removing of grass, brush, trees from all servitude's as instructed. Assist with the reparation of all fencing as well as installation of new fencing when required. Assist with the mixing of concrete as required. Assist with the construction of concrete canals as well as placing of concrete for buildings and structures when required. Operate brush cutter and slasher as required. Maintain and take care of machinery, equipment, tools and goods. Assist with painting of equipment. Assist with the cleaning and repair of mechanical equipment (valves, generators, gearboxes, pipes etc.) Assist with construction of steel structures. Assist with the cleaning and repair of electrical equipment (electric panels, electric cables, lights, electric starters etc.) which may entail digging of holes and trenches.

ENQUIRIES : Mr. IJ Pretorius Tel No: (013) 262 6839 (Groblersdal)
 Mr. JJ Pretorius Tel No: (087) 943 3719 (Hartbeespoort)
APPLICATIONS : **Hartbeespoort:** Please email your application quoting the relevant reference number on the subject line to HBPreruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi
Groblersdal: Please email your application quoting the relevant reference number on the subject line to GDLrecruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi

POST 02/300 : **CLEANER REF NO: 040222/10**
Branch: Infrastructure Management Northern Operations

SALARY : R104 073 per annum (Level 02)
CENTRE : Mokolo Pump Station
REQUIREMENTS : An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Cleaning experience will be an advantage.

DUTIES : The Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Empty and wash waste bins. Cleaning the Departmental boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES : Mr. JJ Pretorius Tel No: (087) 943 3719
APPLICATIONS : Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to HBPreruitment@dws.gov.za

FOR ATTENTION : Mr S Murunzi

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The Department of Women, Youth and Persons with Disabilities hereby invites applications from suitably qualified and interested individuals to serve on the Audit and Risk Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations.

- APPLICATIONS** : Forward your application, stating the relevant reference number, to- The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr VS Shongwe
- CLOSING DATE** : 04 February 2022 at 16:00
- NOTE** : Applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from Internal Audit of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from Internal Audit. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may 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. Applicants must note that further checks may be conducted if they are shortlisted and their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment in the position will be provisional, pending the issue of security clearance. Should a security clearance not be granted, appointment will be re-considered/terminated. Successful candidates will be required to enter into a contract with the Department. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

- POST 02/301** : **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: DWYPD/ARC/01/2021**
(The term of office is three years (part-time basis); approximate number of meetings is six per annum (four ordinary and two special meetings).
- SALARY** : Remuneration will be in accordance with the provisions of Treasury Regulations
- CENTRE** : Arcadia Pretoria
- REQUIREMENTS** : Appropriate three-year NQF 7 qualification (- a higher qualification will be an added advantage) in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing Candidates should have executive management experience in the governance, risk management and internal controls for more than ten years. Exposure in serving in the oversight

committees. A knowledgeable person who keeps up to date with the developments of Internal and External Audit and Risk Management profession and developmental aspects. Understand the major financial reporting issues to direct the committee's focus on properly addressing high risk areas. Skills: Analytical thinking ability and good communication skills. Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public. Encourage openness and transparency, healthy scepticism and professional approach. High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control. Ability to offer new perspective. Strong leadership. Facilitation skills and ability to promote effective working relationships (among committee members, management, internal and external auditors). Knowledge of the socio-economic empowerment of women, youth and persons with disabilities will serve as an advantage. Preference will be given to applicants who are currently serving as Audit Committee members. Applicants must not have business or personal interest with the Department of Women, Youth and Persons with Disabilities.

DUTIES

: The Audit and Risk Committee is an advisory committee that assists the Department by performing oversight in respect of internal controls, risk management and governance processes. The Committee reports to the Executive Authority on a quarterly basis. The Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to the approved Audit and Risk Committee Charter. Audit and Risk Committee is expected to advise the Department on risks management, internal control and governance processes including, amongst others, to: Perform a reliable oversight of the financial and non-financial reporting, and sound understanding of the applicable prescripts. Oversee compliance with applicable laws and regulations. Maintain a system of effective and efficient internal audit function and combine assurance in order to provide the necessary assurance to the Executive Authority. Oversee risk management of the organisation, the integrity of reporting; and sustainability matters regarding the organisation. The Chairperson shall chair meetings of the Audit and Risk Committee. Lead a constructive dialogue with management, internal and external auditors. Initiate the annual assessment of the Audit and Risk Committee and take the measures to correct the weaknesses underlined by the assessment.

ENQUIRIES

: Mr VS Shongwe Tel No: (012) 359 0244

POST 02/302

: **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: DWYPD/ARC/02/2021**
 (The term of office is three years (part-time basis); approximate number of meetings is six per annum (four ordinary and two special meetings).

SALARY CENTRE REQUIREMENTS

: Remuneration will be in accordance with the provisions of Treasury Regulations
 : Arcadia, Pretoria
 : Appropriate three-year NQF 7 qualification (a higher qualification will be an added advantage in any of the following fields: Information Technology/Legal/ Social Science/Risk Management/Accounting and Auditing. Candidates should have executive management experience in the governance, risk management and internal controls for more than five years. Exposure in serving in the oversight committees. A knowledgeable person who keeps up to date with the developments of Internal and External Audit and Risk Management profession and developmental aspects. Understand the major financial reporting issues to direct the committee's focus on properly addressing high risk areas. Skills: Analytical thinking ability and good communication skills. Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public. Encourage openness and transparency, healthy scepticism and professional approach. High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control. Ability to offer new perspective. Leadership. Facilitation skills and ability to promote effective working relationships. Knowledge of the socio-economic empowerment of women, youth and persons with disabilities as well as an academic qualification and experience in the field of information technology will serve as an advantage. Preference will be given to applicants who are currently serving as Audit Committee members.

Applicants must not have business or personal interest with the Department of Women, Youth and Person with Disabilities.

DUTIES

: The Audit and Risk Committee is an advisory committee that assists the Department by performing oversight in respect of internal controls, risk management and governance. The Committee reports to the Executive Authority on a quarterly basis. The Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to the approved Audit and Risk Committee Charter. The Committee is expected to advise the Department on risks management, controls and governance processes including, amongst others, to: Perform a reliable oversight of the financial and non-financial reporting and sound understanding of the applicable prescripts. Oversee compliance with applicable laws and regulations. Maintain a system of effective and efficient internal audit function and combine assurance in order to provide the necessary assurance to the Executive Authority. Oversee risk management of the organisation, the integrity of reporting and sustainability matters regarding the organisation.

ENQUIRIES

: Mr VS Shongwe Tel No: (012) 359 0244

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

- APPLICATIONS** : Should be posted to the addresses as indicated below or Hand delivered as indicated below: Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099.
- CLOSING DATE** : 04 February 2022
- NOTE** : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, such copies need not be certified when applying for a post. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

- POST 02/303** : **GENERAL MANAGER: MEDICAL SERVICES REF NO:**
ECHEALTH/GMMS/NMAH/01/01/2022
- SALARY** : R1 834 893 – R2 193 837 per annum, (OSD)
- CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as a Medical Practitioner and five (5) years in Management. Current registration with HPCSA. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.
- DUTIES** : Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469/4320

<u>POST 02/304</u>	:	<u>MANAGER NURSING (LEVEL 3) REF NO:</u> <u>ECHEALTH/NMAH/MNL3/07/01/2022</u>
<u>SALARY</u>	:	R963 723 - R1 064 698 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current paid-up registration with SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.
<u>DUTIES</u>	:	To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in inter-professional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469/4320

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

MANAGEMENT ECHELON

<u>POST 02/305</u>	:	<u>HEAD OF DEPARTMENT: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS REF NO: HOD: COGTA</u>
<u>SALARY</u>	:	R1 978 533 per annum, (all-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. 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 the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein (Dept. of Cooperative Governance and Traditional Affairs)
<u>REQUIREMENTS</u>	:	The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020. (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
<u>DUTIES</u>	:	To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of

the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

**ENQUIRIES
APPLICATIONS**

: Mr. AJ Venter Tel No: 051 – 405 4926
: Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955

NOTE

: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CLOSING DATE

: 04 February 2022 at 16:00

POST 02/306

: **HEAD OF DEPARTMENT: DEPARTMENT OF. SPORT, ARTS CULTURE AND RECREATION REF NO: HOD: SPORT**

SALARY

: R1 978 533 per annum, (all-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. 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 the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE
REQUIREMENTS**

: Bloemfontein (Dept. of Sport, Arts Culture and Recreation)
: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and

implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. fo function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES

: Mr. AJ Venter Tel No: 051 – 405 4926

APPLICATIONS

: Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955

NOTE

: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CLOSING DATE

: 04 February 2022 at 16:00

<u>POST 02/307</u>	:	<u>HEAD OF DEPARTMENT: DEPARTMENT OF. HUMAN SETTLEMENTS REF NO: HOD: HS</u>
<u>SALARY</u>	:	R1 978 533 per annum, (all-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. 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 the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein (Dept. of Human Settlements)
	:	The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020. (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
<u>DUTIES</u>	:	To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. AJ Venter Tel No: 051 – 405 4926
	:	Mr. AJ Venter, Head: Corporate Administration, office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za , Fax: 051 – 405 4955

NOTE

: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CLOSING DATE

: 04 February 2022 at 16:00

DEPARTMENT OF SOCIAL DEVELOPMENT



CLOSING DATE
NOTE

: 04 February 2022
: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document and valid driver's licence (where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not Be Considered Note: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA 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 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 02/308** : **CHIEF DIRECTOR: SPECIALIST SOCIAL SERVICES REF NO: DSDFS 01/22**
- SALARY** : R1 251 183 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 13th 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. 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.
- 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 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. Ensure compliance with key legislative and other regulatory requirements applicable to the Chief Directorate of the Department, by managing the development of policies in respect Specialist Social Services. 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 the prompt and accurate response to Auditor General findings and queries based on AG timeframes. 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 Tel No: 082 0440 057
- POST 02/309** : **DIRECTOR: INSTITUTIONAL CAPACITY BUILDING AND SUPPORT REF NO: DSDFS 02/22**
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive Remuneration 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 (Bloemfontein)
: An undergraduate qualification (NQF level 7) as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. Relevant/appropriate experience. Knowledge of NPO Sector, NPO Act. The candidate must have ability to work under pressure, Ability to work in a team.
- 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. 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 Tel No: 066 4876 191

POST 02/310

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSDFS 03/22**

SALARY

: R1 057 326 per annum (Level 13), (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

: Provincial Office (Bloemfontein)

REQUIREMENTS

: An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ logistics/Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: Knowledge of code of conduct for Supply Chain Management Practitioners, Knowledge of LOGIS, BAS,CSD and other relevant information management systems and Public Service SCM policies and procedures. Interpersonal relations skills, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision making skills.

DUTIES

: Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e. specification, evaluation and adjudication processes in line with relevant policies and standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIE

: Ms. JF Maphisa Tel No: 066 4384 844

APPLICATIONS

: Applications must be submitted electronically via email to recruitment@fssocdev.gov.za for attention of Ms. MV Mophethe, Tel No: 0835559270 or The Department of Social Development, Private Bag X20616, Bloemfontein 9300. Applications may be also be submitted at the Old Standard Bank Building, placed in an application box at Cnr Charlotte Maxeke and West Burger Street, Bloemfontein.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 02/311</u>	:	<u>HEAD OF CLINICAL DEPARTMENT OF INTERNAL MEDICINE REF NO: REFS/012861</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R2 193 831 – R2 328 450 per annum, (all Inclusive package)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENT</u>	:	A minimum of 3 years appropriate experience as a medical specialist in a normal speciality or in a recognized sub-speciality and Registration with the HPCSA (Health Professions Council of South Africa) as a Medical Specialist in Internal Medicine. Current annual registration as a Medical Specialist in Internal Medicine. Certificate of service for all periods of employment as a Medical Specialist. Knowledge, skills, and competencies. Proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills, extensive and appropriate experience in all aspect of clinical care, teaching and research, Financial and Human Resource management skills, conflict resolution and problem solving will be added advantage.
<u>DUTIES</u>	:	Overall supervision and management of the Internal Medicine discipline in the hospital. Clinical-management of both in-patients (including Intensive Care and High care) and outpatients (A&E and MOPD). Ensure that there are protocols for the management of common medical conditions and that there is compliance to the protocols for the management of common medical conditions and that there is compliance to the protocols and guidelines. Training and supervision of medical interns, medical students and other categories of health care workers. Outreach – promote and participate in out-reach programs in the community and feeder clinics. Clinical governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place. Administration- planning and execution of operational and strategic plans for the unit and monitoring the performance of staff in the unit.
<u>ENQUIRIES</u>	:	Dr. M. Mathabathe Tel No: (011) 923-2151
<u>APPLICATIONS</u>	:	Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email only at: TembisaHR2@gauteng.gov.za
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/312</u>	:	<u>MEDICAL SPECIALIST GRADE 2 OR GRADE 3 REF NO: REFS/012779</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	Grade 2: R1 283 592 - R1 362 363 per annum, (all-inclusive package) Grade 3: R1 489 665 - R1 862 412per annum, (all-inclusive package)
<u>CENTRE</u>	:	Rahima Moosa Mother and Child Hospital
<u>REQUIREMENTS</u>	:	Grade 2: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years appropriate experience as Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Grade 3: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. Registration with the HPCSA as Medical Specialist in a normal speciality and proof of current registration. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal

		Speciality. In addition to the above, the candidate will be a joint appointee with the University of the Witwatersrand and will be part of the under and post graduate teaching programs and will participate in research projects. There will be after-hour duties. Being a sub specialist in gynaecology, namely oncology, urogynaecology, infertility and endoscopic surgery would be an advantage.
<u>DUTIES</u>	:	Ensure effective and efficient Obstetrics and Gynaecology service delivery. Supervision and training of undergraduates, interns, medical officers, and registrars. Manage hospital administrative duties as well as academic administration. Plan and organize work to achieve academic, administrative and research objectives.
<u>ENQUIRIES</u>	:	Dr A Wise Tel No: 011 470 9090
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Human Resource Management, Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.
<u>NOTE</u>	:	Applications must be submitted on a duly completed new Z83 form (the old form is outdated and will not be considered). Please attach an updated CV. Copies of ID, Matric Certificate, HPCSA Registration and Qualifications must also be attached. Smart ID Cards must be photocopied on both sides. Such copies need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR Management. Such certification must not be more than six (6) months old. Failure to submit all requested documents will result in the application not being considered. It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/313</u>	:	<u>CLINICAL MANAGER- GRADE 1 REF NO: TDHS/A/2022/01</u>
<u>SALARY</u>	:	R1 191 510 – R1 322 391 per annum, (Inclusive remuneration package)
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	MBCHB or equivalent, plus current registration certification with HPCSA as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration as an independent medical practitioner. Supervisory experience within a medical domain is required. A post graduate qualification will be an added advantage. A valid driver's license (code B/EB) is an inherent requirement. Competency and skills in clinical domain, report writing skills, computer literacy (Word, Excel, Outlook, and PowerPoint), sound planning, management, and decision-making skills. Must be able to analyse information, solve problems, work after hours & work under challenging circumstances.
<u>DUTIES</u>	:	Manage all clinical and therapeutic health domains. Ensure the provision of safe, ethical, and high-quality patient care and clinical services in the hospital. Work commuted overtime if required. Ensure effective management, implementation and adherence to clinical governance policy, and protocols. The clinical manager will be required to take a leading role in clinical audit compliance, patient complaints, patient safety incidents, morbidity and mortality meetings, pharmacy therapeutic committee, clinical research, and other related functions. Duties will also include development and implementation of relevant clinical standard operating procedures for the clinical service. Compile and submit all routine management reports. Conduct patient redress and compile reports for medico-legal and other clinical cases. Ensure the development and implementation of quality assurance programs in line with the provincial standards. Perform clinical audits and provide support to other clinical disciplines. Manage the clinical budget, ensure demand planning, asset management and compliant procurement for effective use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Manage labour relations matters in terms of relevant policies and procedures. Performance Management of the staff.

ENQUIRIES : Mr. Oupa Nama Tel No: (012) 451 9265

APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit 1020

NOTE : Applications must be submitted on new Z83 form (application form) signed and dated, obtainable from any Public Service Department. Copies of all relevant qualifications) and recent updated CV must be attached.

CLOSING DATE : 11 February 2022

POST 02/314 : **CLINICAL MANAGER GRADE 1**
Directorate: Medical Department

SALARY : R1 191 510 – R1 322 391 per annum, (all-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of five (5) years' experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. A Hospital Management qualification will be an added advantage. Good communication, Leadership and writing skills. Computer literacy and driver's licence are inherent. Sound knowledge in Administration, Finance and Supply Chain Management. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery of Surgical cluster. Participate actively in administrative duties of the Departments. Quality Assurance, including clinical audit, ensure progress in achievements of norms and standards towards realisation of Ideal Hospital framework. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Sebokeng Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender, and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work in a team.

ENQUIRIES : Ms. MA Madolo Tel No: 016 930 3300 / 3000

APPLICATIONS : Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.

NOTE : Applications must be submitted on a new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. 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. NB People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 04 February 2022

<u>POST 02/315</u>	:	<u>CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: EHD2022/01/02</u> Directorate: Oral Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R1 191 510 – R1 322 391 per annum, (all inclusive) Ekurhuleni Health District BDS/BChD Degree or equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. A minimum experience of 6 years after Registration with the HPCSA as a Dental Practitioner. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Excellent Communication skill (written and Verbal). Applicant must be in a possession of a valid South African Driver's licence. Sound Knowledge and experience of Oral Health Services Legislations and related Legal and Ethical Practices. Sound knowledge of Finance: PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Ability to work with Oral Health Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Services. Willingness to manage, train and supervise Oral Health Staff within the District.
<u>DUTIES</u>	:	To manage and supervise the Ekurhuleni Oral Health Services (Dentists, Allied Oral Health Practitioners, and all other Staff within the Unit). To manage the Commuted Overtime for Dentist in Ekurhuleni Oral Services. To coordinate Oral Health Services by managing the formulation, Implementation and Monitoring of Policies, Protocols and Regulations. To manage Effectively, Efficiency and Economically the Finance of Ekurhuleni Oral Health Services according to the PFMA. To promote and conduct Research. To manage complaints within the Unit and advice the District Management accordingly. To be involved in recruitment and placement of Staff within Ekurhuleni Health District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EM Tipoy Tel NO. 011 876 1777; 011 876 1802 & Mobile: 076 120 0148 Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/316</u>	:	<u>MEDICAL SPECIALIST – PSYCHIATRY REF NO: REFS/012862</u> Directorate: Internal Medicine
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 122 630 - R1 191 510 per annum (Grade 1- Grade 3) Tembisa Provincial Tertiary Hospital Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in psychiatry. Relevant experience after registration with the HPCSA as a medical specialist in Psychiatry will be an advantage.
<u>DUTIES</u>	:	Provision of clinical care to patients at Tembisa Provincial Tertiary Hospital. Teaching of under- and post-graduate students. Perform the required administrative processes as instructed by the Head of the unit. Provision of clinical care: to ensure that patient care is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. Supervision of clinical staff; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and run the Specialist

Psychiatry Outpatients Clinic; Lead the Multidisciplinary ward rounds for in patients; Consultations of patients outside the Psychiatry unit; Review and audit patients' medical records. Teaching of under and post graduate students: to ensure that both under- and post-graduate students are taught the required skills and provided with opportunities to learn. Conduct appropriate research: Develop own research interests and publish appropriately; Support postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Ensure recruitment and retention of staff; Assist in coordination of academic programs; Liaise with other departments within the hospital and with other hospitals where required.

**ENQUIRIES
APPLICATIONS**

: Prof K. Naidu Tel No: 0845611020
: Applications must be submitted to: Tembisa Provincial Tertiary Hospital, Human Resource Department, Private Bag X7, Olifantsfontein, 1665. Hand Delivery at Tembisa Hospital – Human Resource unit (sign in register book) or Through Email only at TembisaHR2@gauteng.gov.za

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; also submit copies of your ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the hospital with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting processes. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on a date, time and place determined by the hospital.

CLOSING DATE

: 04 February 2022

POST 02/317

: **MEDICAL SPECIALIST (FAMILY PHYSICIAN) REF NO: PWH/MS-FP/01/22**
Directorate: Medical Department

SALARY

: Grade 1: R1 122 630 – R1 191 510 per annum
Grade 2: R1 283 592 – R1 362 363 per annum
Grade 3: R1 489 665 – R1 862 412 per annum
(A portion of the package can be structured according to the individual's Person needs.) (It will be expected of the successful candidates to participate in a System of remuneration commuted overtime)

**CENTRE
REQUIREMENTS**

: Pretoria West District Hospital
: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professional Council of South African (HPSA). As Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 year's appropriate experience after registration with the HPSA as a medical Specialist in Family Medicine. **Grade 3:** A Minimum of 10 years appropriate experience after registration with HPSA as medical Specialist in Family Medicine. Inherent requirements of the job: Valid Driver s license and willingness to travel. Competencies (Knowledge/Skills): Knowledge and understanding of the Health Care system and excellent Administrative and researching Skills. Good communication Skills (verbal and written).Computer literacy (Ms Office, Word, PowerPoint and Excel). Clinical competencies Additional clinical qualification will be an advantage. Experience in the full spectrum of District Hospital clinical work, including obstetric, Surgery and anesthetic. Able to perform core skills as defined by the college of family Physicians (SA).

DUTIES

: Be part of the hospital management team, sub-District Health Service management team and support Management in the planning and governance of clinical service in the hospital. Reports to the CEO of Pretoria west Hospital and work closely with Department of family medicine at Kalafong and University of Pretoria. Compile

Improve patient/ Client care through implementation of appropriate evaluation methods, tools and protocols & Procedure. Chronic patient care management, improve patient records keeping, enhance accessibility of clinical Service, In-service training on clinical care service for the health care workers. Co-ordinate medical students Training and clinical associates linked with Pretoria University undertake research protocol hospitals; improve Data Collection among doctors and nurses. Ensure compliance with the National Core Standards. Ensure compliance with the core of conduct and public service Act, Regulations, and PFMA. Manage internal and External Stakeholder Complains & conflicts effectively. Permeant Residence or SA Citizenship in essential. Contribute to the academic Activities of the Hospital.

**ENQUIRIES
APPLICATIONS**

: Dr HM Mosoane Tel No: 012 380 1203
: All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE

: Applications must be submitted on form Z83, obtain from any Public Service Department or the internet at www.dpsa.gov.za/documents. The completed and signed new Z83 form should be accompanied by a recently Updated CV as well as copies of all qualification/s and ID documents (No copies of certified copies allowed, Required documents need not be certified when applying for a post, only shortlisted candidates will be required to Submit certified documents on or before the day of the interview following communication from HR. Applicants who Do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to Short-listed candidates only. If you have not been contacted within, three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE

: 04 February 2022

POST 02/318

: **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: EHD2022/01/01**
Directorate: Mental Health (Psychiatry)

SALARY

: Grade 1: R1 122 630 – R1 191 510 per annum, (All inclusive)
Grade 2: R1 283 592 – R1 362 363 per annum, (All inclusive)
Grade 3: R1 489 665 – R1 862 412 per annum, (All inclusive)

**CENTRE
REQUIREMENTS**

: Ekurhuleni Health District
: MBCh / MBChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as a medical specialist and proof of current registration. Appropriate experience in Clinical Psychiatry and Mental Health. (**Grade 1:** No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after with the HPCSA.)

DUTIES

: Management of services within the Mental Health Unit both clinical and administration. Provide efficient outpatient mental health care in the district including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/ services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussion of patients in surrounding hospitals psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate students and other health care professionals. Supervision and training of Psychiatric registrars and medical officers. Represent the University of Wits Department of Psychiatry in hospital and university committees. Initiate own research and supervision of postgraduate research. Assist the Ekurhuleni Mental Health Care Unit participate in the development of a comprehensive mental health service at all levels of care in the District so as to ensure that mental health services are available accessible

		to the community as close their homes as possible. Adopt and implement the principles of Batho Pele.
<u>ENQUIRIES</u>	:	Dr K.S Maaroganye Tel No: (011 876 1717/ 063 607 3796)
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/319</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/012881 (X4 POSTS)</u> Directorate: Surgery
<u>SALARY</u>	:	R1 112 630 per annum, (all inclusive)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Capacity to manage change both within the ACS team and within the emergency unit/theatre/ward continuum. Aptitude for increasing the "footprint" of the ACS service across the CHBAH hospital cluster. Surgical skillset to manage emergency general surgery patients, including laparoscopic skills.. Proof of current HPCSA registration for April 2021/March 2022. 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 and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.
<u>DUTIES</u>	:	Supervising the management of, managing ACS patients in emergency unit, ICU, high dependency unit, ward performing, and supervising appropriate surgical operations. Managing emergency theatre booking lists traditional on-call model currently, transitioning to shift-based onsite call model aching and training of interns, medical officers, registrars undergraduate teaching ward rounds and theatre sessions at Bheki Mlangeni District Hospital engaging with surgical staff and management at cluster hospitals Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Intensive Care. Administrative duties within the Department of Intensive Care Unit. Delivery of clinical services to critically ill paediatric Foster and co-ordinate a multidisciplinary approach to the management of critically paediatric patients. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. 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. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply

**ENQUIRIES
APPLICATIONS**

with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

Dr R Moore Tel No: 011 933 9267/8804 or Ms Ethel Moledi

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill 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 and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

04 February 2022

POST 02/320

MEDICAL OFFICER REF NO:TDHS/A/2022/02 (X1 POST)

SALARY

Grade 1: R833 523 – R897 939 per annum, (Inclusive remuneration package)
Grade 2: R953 049 – R1 042 092 per annum, (Inclusive remuneration package)
Grade 3: R1 106 037 - R1 382 802 per annum, (Inclusive remuneration package)

**CENTRE
REQUIREMENTS**

Bronkhorstspuit Hospital
MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. A valid driver's license. Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa

(HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Responsible management of resources. Good Communication and interpersonal skills. Extensive appropriate experience in Clinical Services and hospital care in South Africa.

- DUTIES** : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to Medical Interns, Nurses and Medical Officers doing community services. Maintain quality assurance standards.
- ENQUIRIES** : Mr. Oupa Nama Tel No: (012) 451 9265
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit, 1020
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are as follows: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with Health Professions Council of South Africa as Medical Officer. Proof of current registration (2021 / 2022) as a Health Professions Council of South Africa as Medical Officer + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
- CLOSING DATE** : 11 February 2022
- POST 02/321** : **ASSISTANT MANAGER (PNB-4) REF NO: TDHS/A/2022/03 (X1 POST)**
Directorate: Nursing
- SALARY** : R624 216 - R702 549 per annum, (plus benefits)
- CENTRE** : Tshwane Health District - Sub-district 1
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Health Care Sciences accredited with the SANC. A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA is as added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences.

Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements.

DUTIES : Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the District and all other essential stake-holders. Plan, Implement, Coordinate and Report on the business unit's finances, personnel, and other essential resources.

ENQUIRIES : Ms S.T. Dibakwane/ Ms Leroke @ 082 452 3882/ 082 826 7881 (Monday to Friday; from 08h00 to 16h00)

APPLICATIONS : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

CLOSING DATE : 11 February 2022

POST 02/322 : **OPERATIONAL MANAGER: PNB-3 SOSHANGUVE 3 CHC REF NO: TDHS/A/2022/04 (X1 POST)**
Directorate: Nursing

SALARY : R571 242 - R642 933 per annum, (plus benefits)
CENTRE : Tshwane Health District Services: Soshanguve 3 CHC
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification

(PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Qualification of a minimum duration of one year in Nursing Administration/Management or in Health Care Services. Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate and recognisable experience in nursing post registration as a professional nurse. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A Valid Driver's license is essential.

DUTIES

: Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage 24 hour health facility. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.

ENQUIRIES

: Ms. Molebogeng Leroke Tel No: 082 452 3882/ 082 826 7881

APPLICATIONS

: Applications must be submitted to Tshwane Health District Services, 3319 Fedure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception.

NOTE

: Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.

CLOSING DATE

: 11 February 2022

POST 02/323

: **OPERATIONAL MANAGERS PN-B3 (PHC) REF NO: TDHS/A/2022/05 (X2 POSTS)**
Directorate: Nursing

SALARY CENTRE

: R571 242 - R642 933 per annum, (plus benefits)
: Tshwane Health District – Kekana Gardens Clinic (X1 Post)
: Kameeldrift Clinic (X1 Post)

REQUIREMENTS

: Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or

equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. Should be able to demonstrate knowledge of legislations relevant to health care services, be computer literate and possess a valid & unendorsed driver's licence including competency in driving. A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with candidates who meet the requirements.

DUTIES

: Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realisation programme. Possess computer literacy skills and extensive competency in report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency.

**ENQUIRIES
APPLICATIONS**

: Mr SR Makua @ 079 872 6077; Monday to Friday and during office hours only
: Documents must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001

NOTE

: Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the following: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

CLOSING DATE

: 11 February 2022

POST 02/324

: **ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES**
GRADE 1 REF NO: EHD2022/01/03
Directorate: Rehabilitation Services

**SALARY
CENTRE**

: Grade 1: R525 987 per annum
: Ekurhuleni Health District

<u>REQUIREMENTS</u>	:	Appropriate qualification(degree) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) or relevant professional body as Speech and Audiology, Speech Therapist, Audiology, Optometry, Physiotherapy, Occupational Therapy, Podiatry and Social Work. Approximately 08 years' experience as independent practitioner of which 05 must be appropriate experience in management (Chief/ supervisory level/ Coordinator). Good communication, report writing and problem-solving skills. Valid registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols and guidelines. Relevant experience in management and Primary Health Care Services. Valid Driver's license is essential. Must be able to work under pressure. Computer literacy (power point and Microsoft excel). Must be proactive, innovative and independent leader.
<u>DUTIES</u>	:	Provide leadership at Ekurhuleni Health District and management of Therapeutic Services. Give input and ensure adherence to District, Provincial and National legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual Therapeutic Services reports, statistics and other administrative duties to District and provincial Therapeutic services Directorate. Establish good working relationship with other stakeholders within the District e.g Mental Health, NGOs, NPOs, Organisations for people with Disabilities etc. Coordinate and ensure Health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities. Implement Quality assurance policies and develop quality Improvement plan for the Therapeutic Services unit. Attend all relevant meetings at District and provincial levels. Provide support to the Sub District Therapeutic Services.
<u>ENQUIRIES</u>	:	Dr EM Tipoy Tel No: 011 876 1777; 011 876 1802 & Mobile: 076 120 0148
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/325</u>	:	<u>ULTRASOUND RADIOGRAPHER/SONOGRAPHER GRADE 1 – GRADE 3 REF NO: EHD2022/01/04</u> Directorate: Rehab Services
<u>SALARY</u>	:	Grade 1: R401 640 – R459 231 per annum Grade 2: R473 112 – R540 954 per annum Grade 3: R557 301 – R600 384 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor Degree in Ultrasound Radiography/ B-Tech Ultrasound Radiography. Registration with Health Professions Council of South Africa (HPCSA) as Ultrasound Radiographer. Current registration with HPCSA for 2021/ 2022 as Ultrasound Radiographer. A minimum of 0 to 20 years as a Sonographer. Experiencing in performing Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations required. Ability to work independently as part of multi-disciplinary team. Be able implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection on Control measures. Good communication skills, interpersonal relations and problem-solving skills.

- DUTIES** : Preparing the patients for the Ultrasound examinations in Ekurhuleni CHCs and clinics. Selecting the appropriate equipment for the ultrasound examination. Performing Ultrasound examinations that yield important diagnostic information. Use Ultrasound machine to view interpret images with sound waves for the diagnostic and treatment of medical conditions. Co-ordinate and organise daily workload/ running of the department. Must have knowledge of department functions and equipment. Ensure that equipment is adequate maintained. Attend seminars/congresses to keep up to date with the new advance in technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly annual patient statistics. Promote teamwork, co-operate work relationship amongst staff members and other health Care workers. Liaise with Physician for more information or help in dept. about patients.
- ENQUIRIES** : Ms. M. Modise Tel No: 011 876 1776
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 04 February 2022
- POST 02/326** : **SOCIAL WORKER SUPERVISOR REF NO: TDHS/A/2022/07 (X1 POST)**
Directorate: Allied and Therapeutic Services
- SALARY** : Grade 1: R389 991 - R452 106 per annum, (plus benefits)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Grade 12 certificate, comprehensive CV, a bachelor's degree or equivalent qualification in social work plus 7 years relevant experience. Computer literacy (power point and Excel). Good communication, report writing skills, supervision skills, presentation skills and problem-solving skills, valid registration with SACSSP. Relevant experience of social work health care. An experience of social work in primary health care and district health services will be an added advantage. Knowledge of the relevant policies, protocols/SOP and guidelines. Be able to work within multidisciplinary team
- DUTIES** : Conduct psycho-social assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions 50% clinical work. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work fields, perform all the administrative functions required on the job. Submission of monthly statistics and report to the District coordinator. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for social work services Ensure continuous professional development activities and conduct in-service training Liaise with universities to promote students training as required at District level. Provide support, advice and guidance to social workers and student social workers. Manage working hours, absenteeism and leave absence of social workers, implement PMDS. Participate in different committees within the PHC and District Health Services and attend Sub-district, District and Provincial meetings. Manage the available assets such as office furniture stationary and telephone.
- ENQUIRIES** : Ms J Thipe Tel No: 082 655 2342
- APPLICATIONS** : Applications must be submitted on a new Z83 form, CV, Copies ID, Qualification and service certificates to be attached. Application should be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001.
- NOTE** : A curriculum vitae with detailed description of duties and names of two references who are previous supervisors ,prospective candidates will be contacted within 3

months after closing date .It is the applicants responsibility to have foreign qualifications evaluated by SAQA the Gauteng Department Department of Health support persons with disabilities Suitable candidates will be subjected to occupational Health and safety (OHS) medical surveillance as required in the Hazardous Biological Agents (HBA) AND Hazadious Chemical Substance (HCS) Regulations within the OHS act 85 of 1993 Verification of qualification and registration to professional bodies, finance information and criminal record check.

- CLOSING DATE** : 11 February 2022
- POST 02/327** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2022/06 (X32 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R388 974 - R450 939 (PN-B1) per annum, (plus benefits)
Grade 2: R478 404 – R588 390 (PN-B2) per annum, (plus benefits)
- CENTRE** : Tshwane District Health Services (Tlamelong Clinic X2 Posts, Maria Rantho Clinic X6 Posts; Block JJ Clinic X2 Posts , Soshanguve 3 CHC X3 Posts, Zamile Clinic X1 Post, Kgabo CHC X2 Posts, Phedisong 6 X1 Post, Jack Hindon X1 Post, Boikhutsong Clinic X3 Posts, Block TT X3 Posts, Soshanguve 2 X 5 & Boekenhout CHC X3 Posts)
- REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Grade 1 (PN-B1)- A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2 (PN-B2) - A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above.
- DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.
- ENQUIRIES** : Ms S.T. Dibakwane Tel No: 082452 3882/ 082 826 7881 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to

shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

- CLOSING DATE** : 11 February 2022
- POST 02/328** : **NURSE SPECIALTY (ADVANCED MIDWIFE) REF NO: TDHS/A/2022/08 (X6 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 - R588 390 per annum, (plus benefits)
- CENTRE** : Tshwane Health District Services: (Kgabo CHC X3 & Soshanguve 3 CHC X3)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the appropriate / recognizable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Advanced Midwifery). **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 specialty. A valid Driver's license and computer literacy are essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities, Render 24 hour services at Maternity Unit. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.
- ENQUIRIES** : Ms Tel No: 082 452 3882/ 028 826 7881
- APPLICATIONS** : applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception.
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be

conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.

- CLOSING DATE** : 11 February 2022
- POST 02/329** : **OPERATIONAL MANAGER NURSING: (PROFESSIONAL NURSE (SPECIALTY NURSING) OBSTETRICS AND GYNAECOLOGY) REF NO: REFS/012752 (X1 POST)**
Directorate: Nursing (O&G)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse 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 relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Mr. SJK Sejeng Tel No: (016 930 3302)
: Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. 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. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 04 February 2022
- POST 02/330** : **PROFESSIONAL NURSE (SPECIALTY NURSING) CRITICAL CARE) REF NO: REFS/012755 (X2 POSTS)**
Directorate: Nursing (ICU)
- SALARY CENTRE REQUIREMENT** : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse 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 relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Mr. SJK Sejeng Tel No: (016 930 3302)
: Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. 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. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 04 February 2022

POST 02/331 : **PROFESSIONAL NURSE (SPECIALTY NURSING) TRAUMAX REF NO: REFS/012848 (X1 POST)**
Directorate: Nursing (Accident and Trauma)

SALARY : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse 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 relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016 930 3302)
APPLICATIONS : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. 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. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 04 February 2022

POST 02/332 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TDHS/A/2022/09**
Directorate: Supply Chain Management
(Re-advertisement)

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 Certificate, A recognised three (3) year National Diploma (NQF 6) or Bachelors Degree(NQF7)in Supply Chain Management/Purchasing/Logistics/Accounting/Commerce or relevant qualification, five (5) years relevant supervisory experience in Supply Chain Management and a valid code eight (8) drivers license. Other Skills / Requirements: Knowledge of all Acts governing the SCM environment: Supply Chain Management

Practice Notes, Public Notes, Public Service Act of 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act of 1999, Broad Based Black Economic Empowerment Act, National Treasury Regulations, Supply Chain Management Framework, Procurement Directives and Procedures, Government Budget Procedures, Knowledge of SAP & SRM systems and all related policy and regulatory prescripts. Skills: Standard Operating Procedure (SOP) development, management and implementation thereof. Communication (verbal and written), presentation and report/submission writing skills. Human Resource Management, Conflict Resolution, Coaching and Mentoring, Negotiation Skills, Computer Literacy, Facilitation Skills, Warehouse and Asset Management. Personal Attributes: Trustworthy, dependable, innovative, ability to work under pressure, self-motivated and creative.

DUTIES : To manage the provisioning of effective and efficient Demand and Procurement Plans, Supply and Contract Management services in the District. Coordinate and consolidate SCM Demand plan, monitor the use of Centralized Suppliers Database (CSD). Facilitate the establishment of Bid Committees. Provide effective and efficient logistics services. Manage District Warehouses. Provide effective and efficient records management and registry services in the unit. Ensure that the team/section produces excellent work in terms of quality and quantity within the set timelines. Ensure timeous development of job descriptions and implementation of work plans. Manage daily employee performance. Ensure timely performance assessment of all subordinates.

ENQUIRIES : Ms L Moru Tel No: 012 451 9210

APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on new Z83 form (application form), obtainable from any Public Service Department. Copies of all required documents must be attached. Should you not hear from us within three (3) months after closing date, please consider your application unsuccessful. NB: Candidates who previously applied are encouraged to re-apply

CLOSING DATE : 11 February 2022

POST 02/333 : **OCCUPATIONAL THERAPIST REF NO: TDHS/A/2022/10 (X3 POSTS)**
Directorate: Rehabilitation

SALARY : Grade 1: R322 746 - R367 299 per annum, plus service benefits

Grade 2: R378 402 - R432 684 per annum, plus service benefits

Grade 3: R445 752 - R540 954 per annum, plus service benefits

CENTRE : Tshwane District Health Services

REQUIREMENTS : **Grade 1:** Appropriate degree in Occupational Therapy, Current registration with HPCSA, **Grade 2:** Minimum of 5 years' experience working as an Occupational Therapist after registering with HPCSA. **Grade 3:** Minimum of 10 years' experience working as an Occupational Therapist after registering with HPCSA. Relevant experience in management of personnel and financial management. Valid code 8/10 driver's license (Manual Transmission). Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES : Render occupational therapy service in the allocated area in the district that complies with the standards and norms of the Gauteng department of Health. Issuing of wheelchairs. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. Complete stats and monthly reports. Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders. Establish good working relationship with other stake holders within the district e.g. Mental Health, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Candidate must be willing to outreach to other clinics within Tshwane District. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES : Mr Lawrence Shirimane Tel No: 012 451 9026 / 071 673 6793
APPLICATIONS : Application should be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001.
NOTE : Applications must be submitted on a new Z83 form, CV, Copies ID, Qualification and service certificates to be attached.
CLOSING DATE : 11 February 2022

POST 02/334 : **SPEECH THERAPIST & AUDIOLOGISTV REF NO: TDHS/A/2022/11**
Directorate: District Health Services - Rehabilitation

SALARY : Grade 1: R322 746 per annum, plus service benefits
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 1: Appropriate degree in Speech Therapy & Audiology, Current registration with HPCSA. Valid code 8/10 driver's license (Manual Transmission). Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES : Render Speech Therapy & Audiology service in the allocated area in the district that complies with the standards and norms of the Gauteng department of Health. Issuing of relevant hearing and communication devices. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. Complete stats and monthly reports. Attend and participate in Speech Therapy & Audiology meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders. Establish good working relationship with other stake holders within the district e.g. School Health, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Candidate must be willing to outreach to other clinics within Tshwane District. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES : Mr Lawrence Shirimane Tel No: 012 451 9026 / 071 673 6793
APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001
NOTE : Applications must be submitted on a new Z83 form, CV, Copies ID, Qualification and service certificates to be attached.
CLOSING DATE : 11 February 2022

POST 02/335 : **MEDICAL TECHNOLOGIST REF NO: REFS/012853**
(Re-advertisement)
Directorate: Internal Medicine

SALARY : Grade 1: R322 746 per annum
: Grade 2: R378 402 per annum
: Grade 3: R445 752 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Medical Technologist **Grade 1:** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Medical Technologist. Medical Technologist **Grade 2:** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Medical Technologist. Medical Technologist **Grade 3:** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Medical Technologist. The following will be an added advantage: Three (3) – Six (6) Years post qualification and experience in a diagnostic laboratory, knowledge of relevant laboratory processes and procedures, assertiveness, good interpersonal skills, basic understanding of finance, general management, communication, analytical and computer skills.

DUTIES : Facilitate and support the rational and cost effective usage of laboratory and blood services as well as the point of care machines in the hospital. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to relevant cost center. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports against allocated NHLS and SANBS budgets. Advise management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Support other programs in the hospital during internal and external assessments to comply with National Core Standards and perform laboratory and blood related duties delegated. Maintain ongoing liaison and communication with the NHLS and SANBS at institutional level.

ENQUIRIES : Dr. S. Mabunda Tel No: 011 488 4959 / 4929

APPLICATIONS : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

NOTE : and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted). Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 04 February 2022

POST 02/336 : **CHIEF FOOD SERVICE MANAGER REF NO: REFS/012787**
Directorate: Cook Freeze Factory

SALARY : R321 543 per annum, (plus benefits)
CENTRE : Masakhane Provincial Laundry and Cook Freeze Factory
REQUIREMENTS : National Diploma in Food Service Management or Food and Beverage Management or Food Technology (3 Years) (NQF level 6). Candidates must have a minimum of 5 years' experience as a food service manager/ Production manager in a hospital/clinical food factory environment. Certificates in FSSC 22000 and/ HACCP will be an added advantage. Skills and Competences Required: Knowledge of clinical food production processes and procedures and other relevant legal frameworks i.e. foodstuff, cosmetic and disinfectants Act, Occupational Health & Safety Act, Patients' rights Charter, Batho Pele principles, Public Service Regulation, Public service Act, Grievance Procedures etc. Leadership, organizational, decision making and problem-solving abilities. 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 Clinical food production. Team building and interpersonal relations. Good communication skills and Computer skills. Driver's license is a requirement.

DUTIES : Rendering of quality food provisioning and food service administration for both normal and therapeutic diets; to monitor and manage the allocated food service budget (Compiling of a demand and procurement plan for the food service unit); Monitor ordering, receiving, storage and issuing of food items using the correct supply chain procedures. Responsible for asset management and compliance with safety and health standards; Ensure compliance to hygiene standards within the food service unit; Responsible for Human Resource management that includes but

not limited to supervision, staff evaluation using the official performance management system, staff attendance, leave management, discipline procedures; Training of staff and students; Facilitate data management. Manage all resources. Be able to operate under pressure including extended working hours. Analyze and interpret statistic. Marketing of the institution by taking part in forums and meetings. Monitor and manage customer care.

**ENQUIRIES
APPLICATIONS**

: Mr MM Ledwaba / Mr. AL Mokgetle Tel No: 012-564 6300
: should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>

NOTE

: The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (copies need not to be certified and only shortlisted candidates will be required to submit certified documents when invited for the interviews). Please ensure that the reference number is quoted correctly.). The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE

: 04 February 2022

POST 02/337

: **ADMINISTRATION OFFICER REF NO:TDHS/A/2022/12 (X4 POSTS)**
Directorate: Support services

**SALARY
CENTRE**

: R261 372 - R307 890 per annum
: Tshwane District Health Services: (Phedisong 1 X1 Post, Sedilega X1 Post, Boekenhout CHC X1 Post, Soshanguve CHC X1 Post)

REQUIREMENTS

: Grade 12 or equivalent qualification. 2-3 years relevant experience in a health facility. Computer literacy. Good communication skills verbal and written. Good customer service skills. This position requires an individual who is strongly able to provide administrative support in a team. The candidate must be consistent and confident in managing a busy workload. Must possess high level typing skills and the ability to use own initiative to meet deadlines. Knowledge of District health information systems will be an advantage. Other Skills / Requirements: Computer Literacy with an understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Code 8 Drivers License.

DUTIES

: The incumbent will be responsible for ensuring accuracy of daily data integration Collection of raw data form different service points or registers into the computer. Capture data daily in different systems used by the department. Preparing daily, weekly, monthly and quarterly statistics as required. Ensure accurate data is collected and reported on time. File and retrieve patient's files. Ensure that patient's records are properly secured. Perform basic unit /office administrative work.

**ENQUIRIES
APPLICATIONS**

: Mr. L. Seshoka Tel No: 012 451 9025
: Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE

: Applications must be submitted on a signed New Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Copies of ID and all required documents must be attached. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE

: 11 February 2022

POST 02/338

: **SHIFT LEADER GRADE 3 TO 6 (X62POSTS)**
Directorate: Directorate: Emergency Medical Services

SALARY

: R269 985 – R552 306 per annum, (plus benefits)

- CENTRE** : City of Johannesburg Ref No: EMS/SHIFTCOJ/2022 (X32 Posts)
City of Ekurhuleni Ref No: EMS/SHIFTEKU/2022 (X9 Posts)
City of Tshwane Ref No: EMS/SHIFTTSHW/2022 (X16 Posts)
Westrand Ref No: EMS/SHIFTWEST/2022 (X5 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience.
- DUTIES** : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports conduct investigations when required to do so. Ensure compliance with service protocol and procedures and undertake any other duties as allocated by management.
- ENQUIRIES APPLICATIONS** : Mr. Vella Mokobodi Tel No: (011) 564 2251
Applications must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied copies of all qualification/s and ID document. 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.
- CLOSING DATE** : 04 February 2022
- POST 02/339** : **REGISTRY CLERK: SUPERVISOR REF NO: 012867 (X1 POST)**
Directorate: Human Resource Management
(Re-Advert): The post is a re-advert and applicants who applied previously are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R261 372 - R307 890 per annum, (all inclusive)
Dr George Mukhari Academic Hospital
- REQUIREMENTS** : A grade 12-certificate or equivalent certificate with 3-5 years' experience in Records /Archives Management. A Diploma / Bachelor degree in Records / Archives Management with 2-5 years' experience in Record/Archives management. Experience and understanding of Digital filling systems. Knowledge and understanding of legislations that governs Registry. Knowledge of the National Archives and Records Services of SA Act, Gauteng Province Document and Records Management policy and other legislations governing records Computer literacy (Proof must be attached). Be able to communicate well with all levels of Management. Possesses a valid driver's license.
- DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filling and record management service. Supervise the processing and process for archiving and / Disposal of records. Supervise Human resources /staff. Apply discipline, allocate and ensure quality of work. Ensure that staff PMDS contracts and Midterm reviews are done timely.
- ENQUIRIES APPLICATIONS** : Mr. IZ Baloyi, Tel No: (012) 529 3103
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George

		Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za
<u>NOTE</u>	:	Closing Time Will Be 12h00 On The Closing Date. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/340</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/012785 (X1 POST)</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R261 372 per annum, (plus benefits)
<u>CENTRE</u>	:	Hillbrow Community Health Centre
<u>REQUIREMENTS</u>	:	Matric and appropriate 3 years Degree/ National Diploma or equivalent (three year) qualification in secretarial/office management / public administration / Business Administration / Cooperate Governance recognised by SAQA. Two (2) years functional experience in Office Administration / Secretariat services. Skills: excellent organizational skills, ability to multi-task, excellent communication, minute and report writing skills, excellent computer skills in Microsoft packages (MS office 365 i.e. Ms Word, Ms Excel, Ms Outlook Ms PowerPoint and Microsoft Teams), analytical skills, interpersonal skills, planning and organising, telephone etiquette, quality assurance, time management, problem management, relationship and conflict management Knowledge of: Public Service Act (PSA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPI), Public Finance Management Act (PFMA), document classifications, Administration procedures and Batho Pele Principles. Maintain confidentiality in the office. Ability to act with tact and discretion using prescripts / policies and circulars as guidelines. Ability to work under pressure following strict processes and procedures, professional etiquette to present the Chief Director's office. High level of reliability and ethics. Commitment to work beyond the call of duty.
<u>DUTIES</u>	:	Provide administrative support to the Chief Director. Manage the Chief Director's diary, including the events calendar, arrange meetings and workshops; prioritize daily tasks and ensure that duties are completed timeously. Provide secretariat services in the Chief Director's office. Implement effective processes / procedures for information and documents flow to and from the Chief Director's office. Ensure the filing and safekeeping of documents in the office. Compile reports / submissions and ensure that deadlines are met. Audit the Z8 book within the Chief Director's Office, as well as Direct Reports' leaves. Quality assure all documents submitted to the Chief Director's Office before submission to the Chief Director. Liaise with Sub-Districts and Central Office as per the instruction of principals, as well as in expediting submissions.
<u>ENQUIRIES</u>	:	Modikoa Mamabolo Tel No: (011) 694 3710
<u>APPLICATIONS</u>	:	must be submitted to: JhbHealth.DistrictJobApplications@gauteng.gov.za
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. The role requires emotional intelligence due to the numerous interactions that the incumbent will have with diverse people. People with disabilities are welcome to apply, as well as applicants that previously applied for the position. Applications must be filled on a new Z83 from DPSA website form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications not older than six (6) months. Applicants must indicate the post reference number on their applications. They should also ensure that they write Not Applicable (N/A) at areas or sections on the Z83 that do

not apply to them and initial all pages of the Form. Failure to populate the Z83 accordingly and to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting. Applications received after the closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews and assessments on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 04 February 2022

POST 02/341 : **PROFESSIONAL NURSES REF NO: ODI/20/12/2021/01 (X4 POSTS)**

SALARY : R260 760 per annum, (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Basic R425 qualification (i.e Diploma /Degree in Nursing) or equivalent qualification that allows Registration with SANC as a professional Nurse. **Grade 1:** 0-10 years' experience acquired after registration, **Grade 2:** 10-20 years' experience acquired after registration, **Grade 3:** 20-30 years' experience after registration. Midwifery is a requirement. Knowledge of relevant legal frame works and infection prevention and control measures, good communication and interpersonal skills, knowledge of nursing care processes and procedures, good ethical practice, and caring attitude. Knowledge and practice of nursing values.

DUTIES : 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 facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele).

ENQUIRIES : Ms. Ntsie EP Tel No: (012) 725 2312/04

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 copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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.

CLOSING DATE : 04 February 2022

POST 02/342 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: TDHS/A/2022/13 (X 16 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R260 760 - R302 292 per annum, plus benefits
Grade 2: R320 703 - R368 307 per annum, plus benefits
Grade 3: R388 974 - R492 756 per annum, plus benefits

CENTRE : Sub-District 1 (Maria Rantho Clinic X3 Posts, Soshanguve 3 CHC X1 Post, Kgabo CHC X2 Posts, Block TT X3 Posts, Soshanguve 2 Clinic X1 Post & Ga-Rankuwa X1 Post)

REQUIREMENTS : Matric/Grade 12. Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse. Grade 2- A minimum of 10 years appropriate/recognisable experience in nursing after registration as

		Professional Nurse with the SANC in General Nursing. Grade 3- A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by performing clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training. Provide clinical nursing services to other facilities in Sub-District 1 when needed. Competencies: Demonstrate effective communication with patients, supervisors and other Multi-Disciplinary Team (MDT) members, including report writing. Work as part of the MDT to ensure good nursing care and outcomes. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Competency in Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's licence is essential.
<u>ENQUIRIES</u>	:	Ms Dibakwane/ Ms M Leroke Tel No: 082 452 3882/ 028 826 7881 (Monday to Friday; during working hours only)
<u>APPLICATIONS</u>	:	Documents must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001
<u>NOTE</u>	:	Applications should be submitted on the NEW Z83 application form obtainable from http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 02/343</u>	:	<u>PARAMEDIC GRADE 1– 4 REF NO: EMS/PARA/01/2022 (X20 POSTS)</u> Directorate: Directorate: Emergency Medical Services
<u>SALARY</u>	:	R258 198 – R528 177 per annum, (plus benefits)
<u>CENTRE</u>	:	Various Districts
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). Grade 2: Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years' experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a

National Diploma. **Grade 3** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years' experience required after registration with the HPCSA as Paramedic (CCA), 7 years' experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience. **Grade 4** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as a Paramedic or successful completion of a B Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as a Paramedic (CCA or NDIP) or ECP and proof of current registration. 24 years' experience required after registration with the HPCSA as a Paramedic (CCA), 17 years' experience required after registration with the HPCSA as Paramedic (NDIP) and 10 years' experience required after registration as an ECP.

DUTIES

: Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Always maintain the unit in a clean condition and good working order. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station Manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES

: Mr C Errakiah Tel No: (011) 564 2053

APPLICATIONS

: Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685

NOTE

: Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as all qualification/s and ID document. 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.

CLOSING DATE

: 04 February 2022

POST 02/344 : **HUMAN RESOURCE CLERK (EMPLOYEE HEALTH AND WELLNESS) REF NO: REFS/012884**
Directorate: Human Resource Department

SALARY : R176 310 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications: Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of computer system as well as MS Word, MS Excel and MS PowerPoint and outlook. Knowledge on employee Health and Wellness Integrated Strategic Framework in the Public Service. Knowledge of all four EHW Pillars/ OHS Act. Understanding of all Pillar processes and COID Act. Skills: Interpersonal relations Communication skills (written, presentation, verbal and listening) Analytical thinking, problem-solving and decision-making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations and policies. The following will be an added advantage: National Diploma in Psychology or BA Social Science, Social Work, Ba Psych, A behavioural science with Psychology as a major subject or OHS Qualification with 0-1 years' experience working in EHP/OHS environment.

DUTIES : General administration, leave management and management of Health and Safety including OHAISIS. Coordination of Occupational Injuries, Accident and Disease Forms, and follow up on claims. Liaise with the Department of Labour and Head Office for the management of IODs. Report daily, monthly and annual OHS Statistics. Organize venues for OHS Meetings, and Trainings. Write and distributes minutes for meetings. Assists with OHS Audits. Coordinate the quality assurance documents and of OHS master file. Assist with OHS Audits Provide telephone services. Attend minor OHS queries at the clinic. Filing of confidential and no confidential documents. Report OHS challenges to supervisor. Assists and support with any related administration and logistics required at the clinic. Assist in health awareness and the facilitation of health – related events, activities and interventions (Wellness Day, HIV/AIDS etc.) Compile statistics and reports.

ENQUIRIES : Ms. K Deka Tel No: 010 214 0532 / 010 214 0983
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 04 February 2022

POST 02/345 : **ADMINISTRATION CLERK: REF NO: TRH 01/2022**
Directorate: Facility Management Unit

SALARY : R176 310 per annum (Level 05)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Senior Certificate/Grade 12, 3-4 years' experience in Facility Management Unit. Understanding of GDID E-Maintenance system and trades maintenance services,

self-discipline, ability to work in team and willing to work under pressure. Excellent communication skills (written and Verbal), computer literate (window, excel, word). Understanding of occupational health and safety ACT in relation with maintenance of the building. Monitoring and supervising of support services sections e.g. transport, security, etc as requested by management. PDP and valid driver's license from driving experience.

DUTIES : To conduct regular building inspections, calls logged on GDID e -maintenance system on defects of the building on daily basis .Checking and updating of maintenance call register books in all sections .Monitoring of onsite contractors, GDID works team (Plumbing, Electricians .Carpentry and Mechanical Building) and other maintenance trades to make sure outstanding defects are resolved in time. Attending contractors site meetings, GDID forum meetings external and internal. Follow up outstanding maintenance calls logged with GDID chief artisan on daily basis to make sure that outstanding defects are fixed and updated on GDID e maintenance system. Development of service standard procedures (SOP' S) and Memos for the section/s. Arrangements of FMU meetings and taking of the minutes for record keeping .Development of checklist ,updated and report to the manager on status of essential equipment e.g. lifts, standby generator, wall medical systems ,etc. Ensure that reserved tanks are in good condition and always full of water supply. Submitting of reports to the manager and ordering of stock. Assisting in any other duties requested by management.

ENQUIRIES : Mr ML Dladla Tel No: 012 354 - 60117
APPLICATIONS : Applications must be sent directly to Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 04 February 2022

POST 02/346 : **FLEET ADMINISTRATION CLERK REF NO: EMS/FLT/01/2022 (X6 POSTS)**

SALARY : R176 310 per annum (Level 05), (plus benefits)
CENTRE : Gauteng Emergency Medical Services (Gauteng EMS Various Districts)
REQUIREMENTS : The incumbent must have completed a diploma /certificate in fleet management with 2 years extensive fleet management experience/ Grade 12 and 5 years with extensive experience in fleet management. A valid driver's license Code C1 and above. Knowledge of the principles and practices of fleet management. Must have done a course in computer Literate in, Good interpersonal and communication skills (verbal and written)

DUTIES : Maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in compiling and maintaining the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Manage accident, trip authorizations, reconcile

reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform any other duties as delegated by the supervisor the successful candidate will be responsible for providing Management of administrative support duties i.e. writing of representation on traffic infringements, vehicles Licensing renewal, bookings of vehicle repairs E-tolls, issuing of vehicle the ability to work under pressure and meet deadlines. Compilation of Monthly reports as required, and any other duties assigned.

ENQUIRIES : Mr. TT Rambau Tel No: (011) 564 2001
APPLICATIONS : Applications must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311, Halfway House, 1685.

NOTE : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied copies of all qualification/s and ID document. 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.

CLOSING DATE : 04 February 2022

POST 02/347 : **MATERIAL RECORDING CLERK REF NO: EMS/SPLYCHN/10/2021**

SALARY : R176 310 per annum (Level 05), (plus benefits)
CENTRE : Gauteng Department of Health (Emergency Medical Service)
REQUIREMENTS : National Senior Certificate (Matric/Grade 12) with 1 year experience in SCM Environment Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting

DUTIES : Render Acquisition clerical support, request quotations, draft internal memorandum, capture requisitions on SRM system, administer filing, photocopying and faxing and email orders to service providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Assist in the compilation of RFQ. Provide Supply Chain Clerical Support Services within the Component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Provide Personnel Administration Clerical Support Services within the Component: Maintain incoming and outgoing requisitions.

ENQUIRIES : Ms. Tshialatshitsu Tel No: (011) 564 2043
APPLICATIONS : Applications must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311, Halfway House, 1685.

NOTE : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as all qualification/s and ID document. 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.

CLOSING DATE : 04 February 2022

POST 02/348 : **ADMINISTRATION CLERK REF NO:TDHS/A/2022/14 (X4 POSTS)**
Directorate: Support services

SALARY : R176 310 - R207 681 per annum
CENTRE : Tshwane District Health Services (Maria Rantho X1, Boikhutsong X1, Tlamelong X1 Kgabo CHC X1)
REQUIREMENTS : Grade 12 or equivalent qualification. Computer literacy. Good communication skills verbal and written. Good customer service skills. The candidate must be consistent and confident in managing a busy workload. Must possess high level typing skills

and the ability to use own initiative to meet deadlines. Knowledge of District health information systems will be an advantage.

DUTIES : The incumbent will be responsible for ensuring accuracy of daily data integration. Collection of raw data from different service points or registers into the computer. Capture data daily in different systems used by the department. Preparing daily, weekly, monthly and quarterly statistics as required. Ensure accurate data is collected and reported on time. File and retrieve patient's files. Ensure that patient's records are properly secured. Perform basic unit /office administrative work.

ENQUIRIES : Mr. L Seshoka Tel No: 012 451 9025

APPLICATIONS : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on a signed New Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Copies of ID and all required documents must be attached. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 11 February 2022

POST 02/349 : **ENROLLED NURSES REF NO: ODI/20/12/2021/02 (X3 POSTS)**

SALARY : R173 952 per annum, (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 12/Matric with qualification that allows registration with SANC as a staff Nurse. Registration with SANC as an Enrolled Nurse. Grade 1 no experience required. Grade 2 minimum of 10 years experience appropriate / recognisable experience after registration with SANC as an Enrolled Nurse. Grade 3 minimum of 20 years appropriate / recognisable experience after registration with SANC as an Enrolled Nurse.

DUTIES : Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele)

ENQUIRIES : Ms. Ntsie EP Tel No: (012) 725 2312/04

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 copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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.

CLOSING DATE : 04 February 2022

POST 02/350 : **LAUNDRY SUPERVISOR REF NO: REFS/012854**
Directorate: Johannesburg Laundry
(Re-advertisement)

SALARY : R147 459 per annum, (plus benefits)

CENTRE : Johannesburg Provincial Laundry

REQUIREMENTS : Abet level 4 or equivalent qualification / Grade 9 / NQF Level 4 or equivalent qualification with 3 years laundry Worker or related experience. Knowledge: of working procedure in a laundry working environment. Skills: Planning and Organising, Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to

		liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing.
<u>DUTIES</u>	:	Provide customer care. Plan and organize work and ensure adequate provision of linen. Supervise laundry workers. Monitor arrival and departure of trucks. Controlling and observing proper counting of clean / soiled linen. Attending of client meetings. Perform the required duties, appropriate laundry procedure is being rendered, provide statistics and report, quality control measures and continually maintained. Perform any other duties as delegated. Ensure occupational health and safety is observed.
<u>ENQUIRIES</u>	:	Mr. HP Van Zyl Tel No: 011 484 2627
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 February 2022
<u>POST 02/351</u>	:	<u>DRIVER REF NO: TDHS/A/2022/15 (X1 POST)</u> Directorate: Support Services
<u>SALARY</u>	:	R147 459 - R161 253 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane District Health Services (Soshanguve 3 CHC)
<u>REQUIREMENTS</u>	:	Grade 10, One to two years' experience in driving/messenger services. A valid Code 10 (C1) license with PDP (attach copy). Ability to work independently and with the team. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines. Good written and verbal communication skills.
<u>DUTIES</u>	:	Transportation of equipment's, patients, and officials within the District. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipts and other admin documents. Assist with loading and offloading of goods. Collect and deliver posts and parcels daily at the post office. Keeping the vehicles clean and in good condition.
<u>ENQUIRIES</u>	:	Mr. L. Seshoka at Tel No: 012 451 9025
<u>APPLICATIONS</u>	:	Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on a New signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Copies of ID and all required documents must be attached. Failure to submit all the required documents will result in the application not being considered.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 02/352</u>	:	<u>ENROLLED NURSES REF NO: ODI/20/12/2021/02 (X3 POSTS)</u>
<u>SALARY</u>	:	R173 952 per annum, (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital

- REQUIREMENTS** : Grade 12/Matric with qualification that allows registration with SANC as a staff Nurse. Registration with SANC as an Enrolled Nurse. Grade 1 no experience required. Grade 2 minimum of 10years experience appropriate / recognisable experience after registration with SANC as an Enrolled Nurse. Grade 3 minimum of 20 years appropriate / recognisable experience after registration with SANC as an Enrolled Nurse.
- DUTIES** : Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele)
- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312/04
- 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.
- APPLICATIONS** : Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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.
- CLOSING DATE** : 04 February 2022
- POST 02/353** : **FOOD SERVICE AID REF NO: REFS/012855**
Directorate: Human Nutrition
- SALARY** : R104 073 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of Food Service working environment and elementary duties such as: equipment, health and safety measures, planning and organising. Skills. Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12. Appropriate knowledge of food and food preparation. (Previous experience in food preparation and diet knowledge in Hospitals environment). Awareness of Batho Pele Principles. Be willing to work under stressful conditions.
- DUTIES** : To undergo orientation training in the Cook freeze meal system at the hospital. Packing of frozen plated meals and distribution of food in crates to the ward kitchens. The preparation of salads and snacks in the Main kitchen, Diet kitchen and/or fluid diets and feeds in the Tube Feed area. Can also be requested to prepare soup and porridges and set trolleys in ward kitchens, as well as packing and reconstituting of frozen meals in the ovens. To assist with the serving of food and beverages to patients. Collect trolleys and dishes from the wards and washing of the dishes after meal serving. To perform routine task to operate all Food Service equipment. Lifting of heavy food baskets and pushing of trolleys and tea trolleys. Taking responsibility of food supplies and reporting waste and losses. Applying hygiene and safety measures in the area of work according to Hygiene and safety manual and planned work schedules. To liaise and communicate with colleagues, supervisors, managers, patients and hospital staff where applicable. Be prepared to relieve in all areas of food service unit when required. Be willing to undergo continuous training and take part in development programs and evaluation of performance.
- ENQUIRIES** : Ms. S. Rodrigues Tel No: 011 488 3437

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 04 February 2022

POST 02/354 : **CLEANER REF NO: TDHS/A/2022/16 (X13 POSTS)**
Directorate: Support Services

SALARY : R104 073 - R122 592 per annum
CENTRE : Tshwane District Health Services (Boikhutsong X2 Posts, K.T. Motubatse X1 Post, Block TT X1 Post, Soshanguve 2 X2 Posts, Boekenhout X1 Post, Maria Rantho X2 Posts, Soshanguve 3 CHC X4 Posts)

REQUIREMENTS : Grade 10 or equivalent. Good communication skills. Candidates should be able to read and write. Candidates must be prepared to work under pressure and be willing to work shifts (day and night) including holidays. Candidates must be honest, reliable and able to work in a team.

DUTIES : Cleaning of consultation rooms, passages, waiting areas, toilets and showers. Wash, dust, scrub and polish floors, walls, windows, stairs, and clean equipment. Wash dustbins and remove waste including medical waste. Adhere to Health Care Waste Management plus Infection Prevention & Control Policies.

ENQUIRIES : Mr. L. Seshoka Tel No: 012 451 9025
APPLICATIONS : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on a signed New Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Copies of ID and all required documents must be attached. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 11 February 2022

POST 02/355 : **GROUNDSMEN REF NO: TDHS/A/2022/17 (X1 POST)**
Directorate: Support Services

SALARY : R104 073 - R122 592 per annum
CENTRE : Tshwane District Health Services (Block JJ)
REQUIREMENTS : Grade 10 to 12 and at least 1-year relevant gardening /landscaping experience. Ability to work in a team. Be prepared to work shifts and public holidays when so required. Applicants must be physically strong and healthy. Ability to work under pressure and in different weather conditions.

DUTIES : Maintenance and development of facility grounds and gardens. Prepare the soil for planting. Planting of trees, flowers, shrubs, grass and other plants in the gardens. Watering of plants and flowers, removal of weeds. Removal of garden waste. Safeguard the garden machines and equipment. Any other duties assigned by the supervisor.

ENQUIRIES : Mr. L. Seshoka Tel No: 012 451 9025

APPLICATIONS : Applications must be submitted at Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on a signed New Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Copies of ID and all required documents must be attached. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 11 February 2022

POST 02/356 : **SECURITY OFFICERS REF NO: TDHS/A/2022/18 (X1 POST)**
Directorate: Support Services

SALARY : R104 073 - R122 592 per annum, (plus benefits)
CENTRE : Tshwane District Health Services (Phedisong 4 CHC)
REQUIREMENTS : Grade 10 and above (original report) and Grade C security certificate with 3-5 years' experience. Ability to work under pressure and willingness to work shifts, weekend and extended hours. Knowledgeable of security laws MISS, MPSS and control of access to public premises and vehicle Act no. 53 of 1995.

DUTIES : Guarding and patrolling. Ensure that all visitors and members of staff vehicles are parked at appropriate parking bays. Searching of missing or absconded patients. Fire prevention, reporting of defects safe guarding and securing of hospital assets, members of staff and public. Check around the buildings at regular intervals for suspicious persons, objects and report incidents.

ENQUIRIES : Mr. L. Seshoka Tel No: 012 451 9025
APPLICATIONS : Applications must be submitted at Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on a signed New Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Copies of ID and all required documents must be attached. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 11 February 2022

POST 02/357 : **QUEUE MARSHALL REF NO: TDHS/A/2022/19 (X2 POSTS)**
Directorate: Support Services

SALARY : R104 073 - R122 592 per annum, (plus benefits)
CENTRE : Tshwane District Health Services: (Maria Rantho Clinic X1 Post, Block TT X1 Post)
REQUIREMENTS : Minimum Grade 10 or ABET Level 4 Exposure to queue marshalling in a health care Environment. First Aid level 1 (Emergency Care level 1) will be an advantage. Good communication skills and personal conduct. The ability to perform effectively Within a team. Record keeping skills.

DUTIES : Control and maintain order in patient waiting areas. Oversee / mend helpdesk and handle relevant queries and complaints. Welcome and sorting of patients in waiting areas. Administrative responsibilities. Performing of any other duties as delegated by supervisor.

ENQUIRIES : Ms M Leroke Tel No: 012 451 9121 or 079 872 6077
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.

CLOSING DATE : 11 February 2022

POST 02/358 : **OPTOMETRIST SESSIONAL GRADE 1-3 REF NO: EHD2022/01/05**
Directorate: Rehab Services

SALARY : Grade 1: Tarrif R210.00
Grade 2: Tarrif R246.00
Grade 3: Tarrif R 290.00

CENTRE : Ekurhuleni Health District

- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the health professionals Council of South Africa (HPCSA) as an Optometrist with Ocular Diagnostic Privilege HPCSA registration as an independent Optometrist. Current registration with HPCSA. Certified Copy of drivers 'License, Certified copy of Grade 12 Certificate, Certified copy of ID, completed new Z83 form and updated CV.
- DUTIES** : Rendering of Eyecare Service in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice Co- ordinate and ensure the promotion and marketing of Optometry Services in the District Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level, knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the Eye care service delivery. Participate in student training and supervision. Participate in research projects of the district. Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.
- ENQUIRIES** : Ms. A. Tshivhase Tel No: (011) 876-1776
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 04 February 2022

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.
- CLOSING DATE** : 04 February 2022
- NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the Human Resources division regarding the requirements for certified documents will be limited to the shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the date of the interview.
- ERRATUM:** Kindly note that the posts of Specialist: HIV, AIDS, STI & TB (HAST) Ref No: REFS/012566; and Specialist: Employee Health and Wellness, Ref No. REFS/012567 which were advertised on the DPSA Circular 43 with a closing date of 20 December 2021 has been amended. The duration of employment was not indicated on the adverts (Please refer to the amended posts advert below). People who previously applied are encouraged to re-apply. Apologies for any inconvenience caused.

OTHER POSTS

POST 02/359 : **SPECIALIST: HIV, AIDS, STI& TB (HAST) REF NO: REFS/012566 (X1 POST)**
(Twelve (12) months contract)
Branch: Organisational Development and Human Resources Administration

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS :

National Diploma in Social Sciences or equivalent NQF Level 6 qualification. Registration with relevant professional Council/RPL Certificate in relation to the post. 5 year's relevant experience in Employee Health and Wellness/EAP field of which at least 3 years must have been at the level of Assistant Director or equivalent. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV, AIDS, STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service. Knowledge of Human Resource and Organisational Development policies, procedures and guidelines. Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint).

DUTIES : To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote Conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human rights and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and related ailments. Manage compilation of management reports as required. To manage COVID-19 management interventions. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi Tel No: (011) 355-7490

POST 02/360 : **SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/012567 (X1 POST)**
(Twelve (12) months contract)
Branch: Organisational Development and Human Resources Administration

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS :

National Diploma in Social Sciences or equivalent NQF Level 6 qualification. Registration with relevant professional Council. 5 year's relevant experience in Employee Health and Wellness/EAP (RPL Certificate) field of which at least 3 years must have been at the level of Assistant Director or equivalent. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service. Knowledge of Human Resource and Organisational Development policies, procedures and guidelines. Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint).

DUTIES : To promote disease and chronic illness management. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of Mental Health and Psychosomatic illnesses. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental

health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Management and Productivity Management. To promote occupational health education and promotion. Provide information on health care options to employees to exercise more control over their own health and over their environments, and to make choices conducive to health. To manage resources of the programme. Supervise and manage staff.

ENQUIRIES

:

Ms. T. Odame-Takyi Tel No: (011) 355-7490

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

- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 11 February 2022 (Applications received after this date will not be accepted).
- NOTE** : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications (including senior certificate), driver's licence (where applicable), ID and any other relevant documents. Such copies need not be certified when applying for a post. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification, which was obtained from a non-South African University, must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The post for the Deputy Director: VIP Support is being re-advertised. All applicants who applied previously must re-apply if they wish their applications to be considered.

MANAGEMENT ECHELON

- POST 02/361** : **DIRECTOR: MUNICIPAL FINANCE COMPLIANCE, MONITORING AND EVALUATION REF NO: 1/2022 (MF)**
Chief Directorate: Municipal Finance
Directorate: Municipal Finance Compliance and Monitoring
- SALARY** : R1 057 326 per annum, (all inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Finance or Accounting or a related qualification coupled with 5 years' experience at a middle management/senior management level in a municipal finance environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Monitoring and evaluation experience will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of the Constitution of the Republic of South Africa, Knowledge of Public Service Legislation, Understanding of relevant local government legislation, Knowledge of project management and information management, Knowledge of monitoring and evaluation and implementation, Knowledge of report writing planning, Team development, decision-making and problem-solving skills, Leadership,

management, report writing and time management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to manage the monitoring and evaluation processes and reporting on municipal financial compliance within the local government sphere of KwaZulu-Natal with the following key responsibilities:- Facilitate information management, facilitate reporting and monitoring processes in municipalities and facilitate co-ordination and alignment between all spheres of government, Oversee the validity and reliability of all data/ information reported in the quarterly progress reports and build capacity, Manage the submission of financial progress reports from the Districts, local municipalities and the Metro to relevant stakeholders, Ensure monitoring and support of audit processes, Provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of municipal policies; programmes and projects, Manage the resources of the Directorate.

ENQUIRIES : Ms J Krishnan at Tel No: 033-355 6225

OTHER POSTS

POST 02/362 : **CHIEF TOWN AND REGIONAL PLANNER REF NO: 2/2022 (MP) (X2 POSTS)**

Chief Directorate: Municipal Planning

Directorate: Spatial Planning

SALARY : R912 048 - R1 704 492 per annum, (OSD)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree (NQF level 7) qualification as recognised by SAQA in Urban/ Town/ City and Regional Planning or a relevant qualification coupled with 6 years post qualification professional experience in the Town and Regional Planning environment and a valid code 8 driver's licence. Registration with SACPLAN as a professional Town and Regional Planner is compulsory on appointment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of programme and project management, Town & Regional legal and operational compliance, Town & Regional systems and principles and Town & Regional planning processes and procedures, Knowledge of relevant legislation and policies, Process knowledge and skills, Knowledge of research and development, Knowledge of computer-aided applications, Knowledge of creating a high performance culture and technical consulting, Professional judgement and accountability, Strategic management and direction skills, Problem-solving and analysis, decision- making, team leadership and analytical skills, Creativity, self-management, customer focus and responsiveness skills, Delegation and development of others skills, Planning, organising and execution skills, Ability to manage conflict, Language proficiency skills, Knowledge management, negotiation, and change management skills, Land tenure and land use management systems skills, Statistical and land information system analysis skills, Urban and rural economic development planning as well as managing of staff and teams skills, Good communication skills (verbal & written), Computer literacy in MS Office

DUTIES : The successful candidate will be required to perform all aspects of varied innovative and complex Town and Regional Planning and facilitate municipal planning development programmes and projects with the following key responsibilities: - Town and Regional Planning future forecasting, Strategic Spatial planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders), Statutory planning and land use management (including providing support, capacity building and monitoring to Local Government), Financial Management, Governance, Stakeholder Management, People Management, Manage the resources of the unit.

ENQUIRIES : Ms M Zungu Tel No: 033-355 6459

- POST 02/363** : **PROJECT MANAGER: PROJECT MANAGEMENT REF NO: 5/2022 (MI)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development
- SALARY** : R882 442 per annum, (all inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in the built environment disciplines of Engineering or Project Management coupled with 3 years' junior management experience in the built environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of the structure and functioning of government, project life cycle costing and cash flow management, Knowledge of relevant (municipal grant and infrastructure development) policies, Knowledge of supply chain management, Knowledge of labour intensive construction methodologies, Financial management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Innovation skills, Strategic planning and research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage infrastructure development programmes and projects with the following key responsibilities:-Manage implementation and co-ordination of municipal infrastructure development programmes, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects, Monitor/administer/manage/support financial and non-financial management of infrastructure grant, Support district capacity building programmes, Manage the resources of the component.
- ENQUIRIES** : Ms CH Jama Tel No: 033-355 6112
- POST 02/364** : **DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE REF NO: 6/2022 (MI)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development
- SALARY** : R882 442 per annum, (all inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management/ Accounting/ Auditing or any Financial Accounting related qualification coupled with 3 years' junior management experience in the finance environment. A Project Management certificate will be an added advantage Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of budget and cash flow management, Knowledge of relevant (municipal grant and infrastructure development) policies, Knowledge of analysis of implementations plans, procurement plans, commitment levels, Knowledge of analysis of project profiles from pre-registration to closeout, Computer literacy (MS Office suite, management information systems), Knowledge of Division of Revenue Act, MFMA, Municipal SCM, Knowledge of human resource development and management, Knowledge of the Performance Management Framework, Knowledge of mentoring of interns, municipality PMU teams, COGTA subordinates, Understanding of MIG administration and management, and other infrastructure grants, Financial management and analytical and problem solving skills, Information management and reporting skills, Presentation and teamwork skills, Training in project management, Good communication skills (verbal & written), A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to co-ordinate and manage infrastructure grants and programme information services with the following key responsibilities: Cash flow management of municipal infrastructure programmes, Manage reporting processes, Manage grant transfer and expenditure processes, Monitoring and evaluation of municipal performance on infrastructure programmes, Manage programme information systems, Build municipal infrastructure development capacity, Manage the resources of the sub-directorate.

- ENQUIRIES** : Ms CH Jama at Tel No: 033-355 6112
- POST 02/365** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE SUPPORT REF NO: 7/2022 (MF)**
Chief Directorate: Municipal Finance
Directorate: Municipal Finance Support
- SALARY** : R882 442 per annum, (all inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE REQUIREMENTS** : Pietermaritzburg
: The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Accounting, Auditing or Business Management or a related qualification coupled with 3 years' junior management experience in the municipal finance environment. Essential knowledge, skills and competencies required: The successful candidate must have: - Knowledge of Municipal Finance legislation, policy, standards and environment, Knowledge and skills in municipal finance and local government, Project management and planning skills, Analytical & research skills, Decision-making and problem-solving skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to support, monitor and ensure compliance by municipalities in respect of Municipal Finance with the following key responsibilities: Provide input to municipal financial policies and legislation, Monitor and evaluate municipal finance operations and render support and capacity building, Monitor compliance with municipal finance policies and legislation, Assess annual financial statements, audit reports and responses, Recommend and implement provincial interventions in municipalities, Manage the sub-directorate's resources.
- ENQUIRIES** : Ms J Krishnan at Tel No: 033-355 6225
- POST 02/366** : **DEPUTY DIRECTOR: RESEARCH & ANALYSIS REF NO: 8/2022 (CD)**
Chief Directorate: Capacity Development
Directorate: Capacity Building Strategy
- SALARY** : R882 442 per annum, (all inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE REQUIREMENTS** : Pietermaritzburg
: The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Public Management and Administration of Local Government/ Capacity Development/ Human Resource Development/ Human Resource Management/ or a related qualification coupled with 3 years' junior management experience in a research and analysis/ local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of relevant capacity development legislation, Knowledge of human resource development, Knowledge in research methodology and analysis of information, Planning, team development, decision making and problem-solving skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to develop and maintain capacity building systems with the following key responsibilities: Assess the skills plans of Municipalities, Traditional Institutions and programmes with a view to determine skills needs for the Department, Develop the executive course for Councillors, officials and Traditional Councils, Coordinate capacity building funding and ensure effective interventions, Coordinate skills audits and requirements in all municipalities and traditional institutions.
- ENQUIRIES** : Ms N Simbhoo at Tel No: 033-355 6325

- POST 02/367** : **DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS REF NO: 9/2022 (TRA)**
 Chief Directorate: Traditional Resource Administration
 Directorate: Traditional Institutional Support
- SALARY** : R882 442 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognized by SAQA in Public Administration or a related qualification coupled with 3 years junior management experience in the administration/ Traditional sphere of government. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge of relevant legislation as well as financial management prescripts to guide Traditional Councils, Knowledge and understanding of Traditional Institutional Governance, Knowledge of National, Provincial and Public Service policies and practices, Knowledge of prescripts that guide the Public Sector, Knowledge of financial, procurement and human resource management, Knowledge of an integrated approach to service delivery and programme management, Good interpersonal relations as well as the ability to communicate well (written and verbally), Good planning, organising and controlling skills, Good analytical, team development and decision making skills, Leadership, networking and presentation skills, Community development and research skills, Ability to be assertive, diplomatic and tactful as well as to practice conflict resolution, Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage the provision of administrative and financial support to the Traditional Institutions, with the following key responsibilities: Manage the overall functioning of the Local House, including all resources, Manage the provision of logistical, transport and auxiliary support services to the Local House, Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipality, Assist in advising the District Municipality on the development of planning frameworks and by-laws that will impact on Traditional Communities, Provide support to Traditional Councils, Ensure effective and efficient management of resources.
- ENQUIRIES** : Ms P Mtshali at Tel No: 033 897 5601
- POST 02/368** : **DEPUTY DIRECTOR: YOUTH SUPPORT REF NO: 10/2022 (CDWPP)**
 Chief Directorate: Community Development Workers & Public Participation Programme
 Directorate: Public Participation
- SALARY** : R744 244 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Social Sciences/Public Administration/Community Development or a related qualification coupled with 3 years' junior management experience in a community development/local government/ traditional leadership environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of national transformation prescripts, Knowledge of key Public Service legislation and policies, Knowledge of municipal performance management, practices and procedures, Knowledge of project management principles, Knowledge of Local Government legislation, Knowledge of the Constitution of the Republic of South Africa, Knowledge of gender mainstreaming, youth development and people with disabilities, Good planning and organisational skills, Language and listening skills, Presentation and report writing skills, Facilitation and public speaking skills, Good communication skills (verbal & written), Good computer literacy in MS office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to monitor and evaluate the implementation of youth programmes within municipalities with the following

responsibilities: Ensure the implementation of Youth programmes within municipalities, Monitor, evaluate and report on the effectiveness of these programmes, Conduct impact assessments and report thereon, Develop and implement policies, frameworks, guidelines and toolkits, Establish forums and engage stakeholders on the promotion and implementation of programmes and projects.

ENQUIRIES : Ms BFN Makhanya at Tel No: 033 355 6563

POST 02/369 : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 11/2022 (MSDS)**

Chief Directorate: Municipal Service Delivery Support
Directorate: Intergovernmental Relations

SALARY : R744 244 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/Political Sciences/Developmental Studies/Social Sciences or a related qualification coupled with 3 years junior management experience in the intergovernmental relations/local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislation, Knowledge of all relevant enabling prescripts, Knowledge of intergovernmental and international relations, Knowledge of functioning of municipalities, Ability to articulate and implement the IGFA, Ability to nurture relationships with strategic partners within and outside of the government sector, Good planning and management as well as strategic analysis skills, Good presentation and facilitation skills, Conflict resolution and problem solving skills, Team development and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to coordinate and promote intergovernmental relations with the following key responsibilities:-Promote and facilitate an effective and efficient intergovernmental relations, Monitor and report on IGR matters, Provide a secretariat function at Intergovernmental Forums, Provide international and local twinning arrangements by identifying towns and cities in the world and SA that correspond with KZN cities/towns, Develop and implement policies, frameworks, guidelines and toolkits, Management of resources.

ENQUIRIES : Ms R Heeralal at Tel No: 033-355 6113

POST 02/370 : **DEPUTY DIRECTOR: VIP SUPPORT REF NO: 1/2021 (M)**

Ministry

SALARY : R744 244 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in the Security field or a related qualification coupled with 3 years junior management experience in a security management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Security Acts and policies, Knowledge of policy analysis and project management, Knowledge of financial management, security functions and security management, Strategic thinking, report writing and presentation skills, Planning, organising, leading and co-ordination (leadership & management) skills, Security investigations, research and financial management skills, Decision making and problem solving skills, Good interpersonal and strategic management skills, Ability to be a creative thinker and implementer, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to render a dedicated, effective and proficient VIP protection management function to the MEC for Co-operative Governance and Traditional Affairs with the following responsibilities: Ensure the security of the MEC and his/her entourage, Coordinate and investigate security risk

and its counter measures, Facilitate compliance with MISS prescripts, Formulate policies, guidelines and procedures, Manage the effective and efficient utilisation of resources.

ENQUIRIES : Mr D Mnyandu at Tel No: 033 897 3860

POST 02/371 : **TOWN AND REGIONAL PLANNER REF NO: 3/2022 (MP)**
Chief Directorate: Municipal Planning
Directorate: Spatial Planning

SALARY : R628 014 – R953 715 per annum, (OSD)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree (NQF level 7) qualification as recognised by SAQA in Urban/ Town/ City and Regional Planning or a relevant qualification coupled with 3 years' post qualification professional experience in a Town and Regional Planning environment and a valid code 8 driver's licence. Registration with SACPLAN as a professional Town and Regional Planner is compulsory on appointment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: -Knowledge of programme and project management, Knowledge of Town & Regional Planning principles and methodologies, Knowledge of research and development, Knowledge of computer-aided applications, Knowledge of creating a high performance culture, Knowledge of technical consulting and professional judgement, Decision-making and team leadership skills, Analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, Delegation and development of others skills, Planning, organising and execution skills, Ability to manage conflict, Problem-solving and analysis and insight skills, People management and change management skills, Good communication skills (verbal & written), Computer literacy in MS Office.

DUTIES : The successful candidate will be required to perform all aspects of varied innovative and complex Town and Regional Planning and facilitate municipal planning development programmes and projects with the following key responsibilities: Perform planning functions and activities in accordance with Town and Regional Planning principles in land development, Contribute towards Strategic Spatial Planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders), Statutory planning and land use management (including providing support, capacity building and monitoring to Local Government), Office administration and Budget Planning, Research and development: keep up with new technologies and procedures, Manage the effective utilization of resources and Human Capital Development management, where required

ENQUIRIES : Ms M Zungu Tel No: 033-355 6459

POST 02/372 : **ASSISTANT DIRECTOR: TRADITIONAL HOUSE REF NO: 12/2022 (TRA)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support

SALARY : R382 245 per annum
CENTRE : Ilembe
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration or a related qualification coupled with 3 years supervisory experience in an administrative and/or a traditional affairs environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of the KZN Traditional Leadership and Governance Act, Knowledge of the Traditional Leadership and Governance Framework Act, Knowledge of Administration, HR Prescripts and SCM processes, Minute taking, numeracy and mathematical skills, Problem solving skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to provide administrative support services for Traditional Institutions with the following key responsibilities:- Ensure the provision of secretariat support and maintenance services to Local Houses and Traditional Councils, Facilitate capacity building needs for Local Houses and

Traditional Councils, Advise municipalities on customary law, customs, traditional leadership and traditional communities within that District Municipality, Provide financial management support to Traditional Councils and to the Local House, Ensure the provision of corporate support services, Co-ordinate inter alia development initiatives within the District, Exercise control of staff.

ENQUIRIES

:

Ms P Mtshali at Tel No: 033 897 5601

POST 02/373

:

ASSISTANT DIRECTOR: PUBLIC PARTICIPATION REF NO: 13/2022 (CDWPP)

Chief Directorate: Community Development Workers and Public Participation Programme

Directorate: Public Participation

SALARY

:

R382 245 per annum

REQUIREMENTS

:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Social Sciences/Public Administration/Community Development or a related qualification coupled with 3 years' experience in a community development/local government/traditional leadership environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policies, legislation and prescripts pertaining to the Local Government field, Knowledge of public participation/Communication Strategies, Knowledge of Budgeting and Financial Management, Knowledge of the Local Government and Public Participation field, Knowledge of planning and organising, Organising and interpersonal relationship skills, Conflict resolution and Information and editing skills, Research, analytical thinking and problem solving skills Diversity Management skills, Facilitation, presentation skills and the ability to develop others, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.

DUTIES

:

The successful candidate will be required to promote public participation in municipalities with the following key responsibilities:- Strengthening of municipal administration in enhancing community participation, Support the establishment and monitor the functionality of ward committees, Monitor and evaluate the efficacy of community participation in municipalities, Support the roll-out of capacity building programmes, Support outreach programmes including izimbizo, Provide input into policy and legislation.

ENQUIRIES

:

Ms BFN Makhanya at Tel No: 033 355 6563

POST 02/374

:

ASSISTANT DIRECTOR: MPRA STATUTORY PROCEDURES REF NO: 14/2022 (MF)

Chief Directorate: Municipal Finance

Directorate: Municipal Finance Support

SALARY

:

R382 245 per annum

CENTRE

:

Pietermaritzburg

REQUIREMENTS

:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) or a related qualification coupled with 3 years' experience in valuations and mass appraisal techniques in a municipal environment. Registration with the South African Council for Property Valuers Profession (SACPVP) as a candidate Valuer as a minimum is a prerequisite. A Project Management qualification would be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of legislation relating to local government property valuation and rating (MPRA, Municipal Systems Act and MFMA), Knowledge and skills in property valuation including mass appraisal and data analysis, Comprehensive understanding of property and general valuation principles, Knowledge of the use of GIS (ESRI Arc GIS), Knowledge of policy analysis and development, Knowledge of project management and financial management, Awareness and understanding of municipal environment, Planning and financial management skills, Team development, decision making and problem solving skills, Data management and project management skills, Ability to work with no supervision, Ability to formulate presentations and to present, Good

- communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to quality assure municipal valuation rolls in terms of legislation and applicable standards with the following key responsibilities: To quality assure municipal valuation rolls in terms of legislation and applicable standards, Undertake quality assurance of valuation rolls, Render support in the development and implementation of standards, specifications, systems and data management strategies pertaining to the MPRA and valuation rolls, Provide specialist support to municipalities on non-movable property valuation and property related matters, Facilitate capacity building programmes within municipalities with regard to municipal valuation and processes, Provide advice and guidance and input to policy.
- ENQUIRIES** : Ms J Krishnan at Tel No: 033-355 6225
- POST 02/375** : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE REF NO: 15/2022 (MSDS)**
Chief Directorate: Municipal Service Delivery Support
Directorate: Municipal Performance
- SALARY** : R382 245 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Local Government/Performance Management/Monitoring and Evaluation/Business Administration or a related qualification coupled with 3 years supervisory experience in Local Government preferably in a Performance Management/Monitoring and Evaluation environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of the Constitution of the Republic of South Africa, Public Service Act and Public Service Regulations, Knowledge of Public Finance Management Act, Labour Relations Act, an Employee Performance and Management System, Knowledge of the Basic Conditions of Employment Act and Local Government legislation, Knowledge of community development, Public Participation and project management principles, Knowledge of Municipal Practices and procedures, Listening, presentation and interpersonal relations skills, Strategic planning, organisational and management skills, Financial management, project management and decision making skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to administer municipal performance within the Province with the following key responsibilities: To administer municipal performance within the Province, Provide support with the development and implementation of policies, frameworks, guidelines and toolkits, Support municipal performance management processes, Monitor and evaluate the implementation of municipal performance management systems, Ensure alignment between Municipal Organisational and Individual Performance Management Systems, Support the Department in facilitating municipal awards.
- ENQUIRIES** : Ms N Mthembu Tel No: 033-355 6116
- POST 02/376** : **ASSISTANT DIRECTOR: WEB DESIGN REF NO: 16/2022 (CC)**
Chief Directorate: Corporate Services
Directorate: Corporate Communication
- SALARY** : R382 245 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Web Management/ICT or a related qualification coupled with 3 years' experience in Information Management and Websites/Web Structure Development/Graphic Design environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of design, print and writing, Knowledge of generic management processes, Knowledge of Public Service legislation and policies, Knowledge of the Constitution and Communication Policy, Computer literacy in Web design packages, Writing, editing, design and layout skills, Problem solving, Financial

- Management and decision making skills, Leadership, strategic communication and project management skills, Listening, time management and presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to render web design services for the Department with the following key responsibilities: - Oversee the Departmental internet and intranet portal websites, Develop content and design for the websites, Render a design service for all multimedia communication material, Manage the staff and resources to ensure efficient compliance.
- ENQUIRIES** : Ms N Africander at Tel No: 033 897 5760
- POST 02/377** : **GIS TECHNICIAN REF NO: 4/2022 (MP)**
Chief Directorate: Municipal Planning
Directorate: Geospatial Information Services
- SALARY** : R316 536 – R480 678 per annum, (OSD)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Degree or Diploma (minimum NQF level 6) qualification as recognised by SAQA in GISc, Cartography, Geography and Environmental Sciences or a relevant qualification (with a focus on GIS) coupled with 3 years post qualification GISc technician experience and a valid code 8 driver's licence. Registration with PLATO as a GISc Technician is compulsory. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: -Understanding of GIS applications and spatial data, Knowledge of theory, principles and practices of GIS standards, Knowledge and capabilities of different GIS software, Understanding of technologies such as GPS, Photogrammetry and Remote Sensing, Knowledge of projections and principle of cartography, Problem solving and analysis skills, Decision making, teamwork and analytical skills, Creativity, self-management and customer service skills, Communication and interpersonal skills, Advanced computer skills, Planning, organising and execution skills. Project Management skills, Language proficiency, good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to perform technical GIS and related functions in respect of geospatial information services including the following key responsibilities: - Perform technical GISc activities, Maintain GIS unit effectiveness, People management, Functional requirement analysis.
- ENQUIRIES** : Mr M Naik at Tel No: 033-355 6591

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 02/378** : **CLINICAL MANAGER REF NO: GTN 02/2022**
SALARY : R1 191 510 per annum, (Inclusive Package) 22% Rural Allowance Commuted overtime
CENTRE : Greytown Hospital
REQUIREMENTS : Senior Certificate/Matric or Grade 12 MBCHB degree. Current registration with HPCSA as Medical Practitioner A minimum of (04) four years' experience as a Medical Officer after registration as Medical Practitioner with the HPCSA. Valid driver's licence code EB. Proof of Competence in performing general anaesthesia. NB: Proof of experience endorsed and stamped by Human Resource Knowledge, skills, Training and Competences required. Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies Sound knowledge of obstetrics and Gynaecology. Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.
- DUTIES** : Management of inpatients including Obstetrics and Gynaecology Provide management support and co-supervision to all medical officers. Support continuous professional development by information seminars and scheduling

external meetings. Chair monthly perinatal and mortality in the absence of the chairperson. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Provide an after hour emergency services. Participate in academic activities of the department and teaching of junior staff. Participate to the running of the obstetrics services in the community referral clinic. Work as part of team providing districts hospital based Obstetrics and Gynaecology services under consultant guidance. Manage subcomponent by supervising the staff, performing relevant administrative.

**ENQUIRIES
APPLICATIONS**

: Dr KJ Gabela Tel No: (033 4139 400/ 0662903888)
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

**FOR ATTENTION
NOTE**

: Human Resource Management
: Application must be submitted on the prescribed Application form Employment (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. Such copies need not be certified when applying for a post. Certified copies of certificate will only be requested from shortlisted candidates prior the interviews. The reference number must be indicated in the column (Part A) provided thereof on the form Z83. NB. (GTN 02/2022). Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Indian 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. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications from Employers and verification from Company Intellectual Property Commission (CIPC). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non RSA Citizens/Permanent residents /Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 04 February 2022

POST 02/379

: **MEDICAL SPECIALIST ANAESTHETICS REF NO: MEDSPECANAESTH/1/2022 (X1 POST)**

Department: Anaesthetics

SALARY

: **Grade 1:** R1 122 630 per annum, (all inclusive Salary package) excluding commuted overtime requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.

Grade 2: R1 283 592 per annum, (all inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

Grade 3: R1 489 665 per annum, (all inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: Senior Certificate (Matric), MBChB or equivalent qualification registered with the HPCSA, FCA (SA) or MMEd (Anaes) Plus, Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Additional experience in providing a specialist service as a senior anaesthetist in

the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES

: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.

**ENQUIRIES
APPLICATIONS**

: Dr. L Cronjé Tel No: 031) 240 1762
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 04 February 2022

POST 02/380

: **DEPUTY DIRECTOR: SYSTEMS REF NO: MAN 09/2022NO (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 per annum (Level 11), (all inclusive package)
: Harry Gwala Regional Hospital
: Grade 12 (senior certificate), Degree/National Diploma in Administration as recognised by the SAQA. Three years managerial experience in a related field. A certificate of service obtained from the HR Department must be attached.

DUTIES

: Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital: Ensure the provision

of patient records administration services and mortuary. The provision of auxiliary services i.e. general registry, pottering and cleaning service; telecommunication services; transport management services; laundry services staff residence services. Ensure the provision of maintenance services i.e. Technical services, Medical technical services, Maintenance and night duty services. Ensure the provisioning of contract management services i.e. Security services, Catering services. Ensure the provision of Safety and Waste Management Services. Perform regular walk abouts the institution. Perform regular inspections in the institution to keep abreast with the state of the institution. Meet with the relevant Supervisors to report defects and problems and ensure corrective measures are taken. Report problems that cannot be sorted out by staff to Hospital Management. Present reports at management meetings about the state of the nation. Report on all the faults that need management approval to maintain. Report back on progress made regarding problems/faults previously identified. Provide motivation, in consultation with the relevant Supervisors, to take corrective measures where problems are identified. Develop policies and strategies aimed at improving service delivery: Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies. Ensure effective, efficient and economical management of allocated resources of the Division. Manage the financial resources. Manage the human resources. Manage the allocated assets. Provide training, advice and guidance to staff. Manage EPMDS. Manage potential risks and mitigation strategies. Bill of Right. Labour Relations Act. Public Service regulations. Occupational Health and Safety. Batho Pele. Human Resource Management. Project Management. Organisational, influencing, motivational, presentation. Computer literacy e.g. Office suite. Staff management. Language, listening, interpersonal relations, time management, planning, communication-written and oral. Report writing. Supervisory. Problem solving. Self-discipline and ability to work under pressure with minimum supervision. Independent, patience, commitment, trustworthiness, honesty, accountability, commitment to excellence, continuous learning, amenable to change, cultural awareness. Innovative, meticulous, confidentiality, pro-active, reliability. Open communication, transparency, professionalism, punctuality. Gender and disability sensitive. Working under pressure.

**ENQUIRIES
APPLICATIONS**

: Mrs. N.T. Nxaba Tel No: 033 395 4039
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION
NOTE**

: Mr. T.C. Manyoni
 : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding 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 comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference

will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE

: 04 February 2022

POST 02/381

: **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NKAH 18/2021**

SALARY

: R624216 - R702 549 per annum, (all-inclusive package)

CENTRE

: Nkandla Hospital

REQUIREMENTS

: Senior certificate /Grade 12, Degree / Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with SANC as Professional Nurse and Midwifery. Current SANC receipt (2021) A minimum of 10 years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the one (01) year post basic qualification in advanced Midwifery and neonatal Nursing Science At least three(03) years of the period referred to above must be appropriate /recognizable experience at management level A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Advance Midwifery and Neonatal Nursing Science Proof of previous and current experience endorsed and stamped by Human Resource Department Applicants must submit confirmation letter of relevant experience from their supervisor in an official letterhead of the employer when apply.

DUTIES

: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility, provide quality comprehensive community health care, Provide educational services, Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nurse care. Administrate and control medication, responsible for individual consultation sections and identification of community needs. Render ANC services and conduct deliveries., Knowledge of health legislation and policies at the public institution, Sound knowledge of clinical skills, Ability to develop policies and computer literacy, Basic financial management skills, Sound negotiation, planning. Organizing, decision making and conflict management skills, Good team building and problem solving, Knowledge medical disciplines and management skills

ENQUIRIES

: Ms NV Ntuli Tel No: 035 833 5000 ext: 5080

APPLICATIONS

: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

FOR ATTENTION

: Human Resource Manager

NOTE

: An Application for Employment form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants must submit copies of identity document, highest educational equalisations, and certificate of service, professional registration certificate and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for the post Z83, the reference number must be indicated in the column provided on the form Z83, please note that failure to comply with the above instructions will disqualify the applicant. Please note that selected candidates will be subjected to pre-employment screening and verification process including a CICP (companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing, kindly consider your application as unsuccessful. It is application's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE

: 11 February 2022

POST 02/382 : **OPERATIOAL MANAGER NURSING GR 1 (NEONATAL WARD) REF NO: CJMH1/2022**

Component: Nursing

Re advert: All candidates who had applied for this advertised post should re-apply.

SALARY : R571 242 per annum. Other Benefits: 13th cheque, medical-aid (optional) Homeowners allowance (employee must meet the requirements).

CENTRE : Charles Johnson Memorial Hospital

REQUIREMENTS : Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificate with the SANC as a Professional Nurse, Midwifery and Neonatal Nursing Science. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in the relevant speciality. Proof of current registration with SANC (2021 Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Recommendation: Proof of computer literacy. Diploma / B degree in Nursing Administration Knowledge, Skills, Training and Competence Required: Demonstrate in-depth understanding of nursing legislation legal and ethical nursing practices. Ability to develop patient related policies. Promote quality nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of IPC Guidelines and Policies. Basic computer literacy. Knowledge of minimum Standards, National Core Standards, Provincial Quality initiatives (Human Rights, Batho Pele Principles, Patients' Rights Charter, Ideal Clinic, Ideal Hospital Realization Model and NHI. Knowledge of EPMDS, grievance and disciplinary procedures.

DUTIES : Be in charge of Neonatal ward. Develop and implement Quality assurance policies, standards and plans for child health care. Implement neonatal and child health care programmes. Participate in perinatal mortality meeting and develop quality improvement projects. Support mother baby friendly initiatives. Ensure improvements of health systems for mothers and babies. Develop and implement strategies for infection prevention for the ward. Implement standards, practices and indicators for maternal neonatal child health care and CARMA. Exercise control of discipline, grievance and other labour related issues in terms of laid down procedures. Ensure implementation of National Core Standards, Ideal Hospital, Realization and Maintenance. Conduct training of staff on ESMOE, monitoring of performance and staff development. Manage effective utilization of resources within the ward. Manage data in the unit and ensure submission to facility information office. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient health care. Conduct ward meeting, attend workshops, District and Provincial meetings.

ENQUIRIES : Ms. P. N. Kunene Tel No: (034) 271 6405

APPLICATIONS : All application should be forwarded to Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503, Nqutu, 3135

FOR ATTENTION : Human Resource Manager Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Copies of ID, Matric, highest educational qualifications and SANC registration. Current registration with SANC 2021. Updated Curriculum Vitae. Certificates of service endorsed by Human Resource Office. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

CLOSING DATE : 04 February 2022

POST 02/383 : **OPERATIONAL MANAGER (SPECIALTY) THEATRE REF NO: GTN 03/2022 (X1 POST)**
Section: Operating Theatre and CSSD

SALARY : R571 242 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Greytown Hospital
: Senior Certificate/Matric or Grade 12 Current registration with South African Nursing Council as a Registered Nurse and Midwife/Accoucher. Current SANC Receipt for 2022 Diploma/Degree in Operating Theatre A minimum of 9 years appropriate / recognizable experience in nursing after registration as a General Nurse and Midwife. At least 5 years of the above should be experience in Operating Theatre Unit after obtaining the 1 year post-basic qualification in a hospital environment. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience Knowledge, skills, Training and Competences required. Sound knowledge of latest technology in Theatre Nursing. Sound knowledge nursing care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A Sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health & Safety Act of 1995. Maintain accurate an complete patient records according to legal requirements.

DUTIES : Provide a safe therapeutic environment and ensure ethical standards within a professional and legal framework is maintained as laid down by the Nursing Act. Ensure obstetric and emergencies and high risk conditions in operational theatre are handled appropriately. Manage effectively the utilization and supervision of human, financial, physical and material resources and services Delegate duties and support staff in the execution of patient care Exercise control over discipline, grievance and labour relation issues Participate in quality improvement programmes and clinical audits. Monitor and maintain standards set by accreditation bodies to improve quality of health care. Provision of effective support within nursing services. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work Ensure co-ordination of various clinical and support services functions (CSSD, etc.) are performed with a multi-disciplinary approach to allow for holistic patient care. Formulate and monitor operational plan which is in line with the hospital strategic plan.

ENQUIRIES APPLICATIONS : Ms PPL Nkala Tel No: 033 4139 410

FOR ATTENTION CLOSING DATE : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
: Human Resource Management
: 04 February 2022

POST 02/384 : **CLINICAL PROGRAMME CO-ORDINATOR (PMTCT) REF NO: ILE/01/2022 (X1 POST)**
Component: HIV, AID, STI, ARV& VCT
This is a re-advertisement. Those applicants who applied previously may please re-apply.

SALARY : R450 939 per annum. Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : Ilembe Health District Office
: **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in General Nursing & Midwifery, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Proof of Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). Recommendations-Supervision and management in a maternity setting. Advanced Midwifery. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached.

Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy.

DUTIES

: Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/Facilities .Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district and sub- district perinatal review meetings. Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation. Ensure availability of PMTCT guidelines in all the facilities. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT budget by participating in the finance meetings. Represent the district in PMTCT meetings. Ensure highly motivated and well developed health care force by conducting trainings and continuous support visit. Provide mentorship and coaching to Nurses Advocate for PMTCT and Nutrition issues in all health platforms. Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Network with other provincial departments and NGO's to provide support to the PMTCT programme

**ENQUIRIES
APPLICATIONS**

: Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
: Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450

NOTE

: Directions to Candidates: 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 Originally signed Z83 must be accompanied by a detailed CV and highest educational qualification/s copies of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. 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. ILE/01/2022 NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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 The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 11 February 2022

POST 02/385 : **CLINICAL PROGRAMME COORDINATOR-QUALITY ASSURANCE MANAGER**
REF NO: DANCHC 01/2022 (X1 POST)

SALARY : Grade 1: R450 939 - R507 531.per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Inhospitable Area Allowance: 8%

CENTRE : Dannhauser Community Health Centre
REQUIREMENTS : Experience: A minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of service and service record) must be attached. Knowledge, Skills, Training and Competencies required for the post Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practise by nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the CHC. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Be able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Be able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Facilitate the formation of Quality Assurance Committee and ensure function of such thereof. Work as part of multi-disciplinary team to ensure that quality care services are rendered by all Health Care Providers in the CHC as well as clinics .Perform quality improvement audits and surveys monthly and report to senior management and staff .Monitor and evaluate delivery of quality care at the CHC and Clinics. Ensure implementation of Provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc.). Provide advice on various aspects of quality care at the CHC and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programme e.g. Norms and standards for the CHC and clinics. Conduct Ideal Clinic/CHC assessments, facilitate and co-ordinate compiling of all Quality Improvement Plans and ensure timeous submission. Ensure waiting times and Patients' Experience of care surveys within the institution and the satellite clinics are conducted. Conduct audits, analyse, create reports and advise on quality improvement plans.

ENQUIRIES : Dr FP Mtshali Tel No: (034) 621 6105
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae, Copies of Certificates, Identity Document and Driver's License. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify

applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 04 February 2022

POST 02/386 : **CLINICAL PROGRAMME COORDINATOR (INFECTION CONTROL) REF NO: APP/01/2022**

SALARY : R450 939 – R507 531 per annum. Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

CENTRE : Appelsbosch hospital

REQUIREMENTS : Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2022 receipt). Experience: A minimum of 07 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service). Recommendations: computer literacy and Driver's license Code EB (08) Knowledge, Skills and Competencies: knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and Financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Code of conduct and labour relations.

DUTIES : Sustain Infection Prevention and Control Programme. Conduct monthly Infection Prevention and Control meetings. Review and implement IPC Plan and IPC Programme annually and monitor progress on quarterly basis. Facilitate appointment and review of IPC Committee members. Draw and review implementation of the IPC vision and mission. Compile annually IPC Operational Plan and monitor progress. Conduct IPC audits, identify gaps and compile quality improvement plans for identified gaps. Develop and implement in service trainings and orientation induction programme for clinical and non-clinical staff. Monitor and evaluate nursing care and other practices in the Hospital. Conduct hygiene inspections in all departments and monitor implementation of action plans. Monitor application of aseptic technique when doing invasive procedures. Conduct quarterly ICAT and monitor implementation of action plans. Monitor management, notification and reporting of communicable diseases. Ensure timely submission of daily, weekly, monthly and quarterly reports to District office. Monitor implementation of infection control care plans.

ENQUIRIES : Mrs. HC Ngubane Tel No: (032) 2948000 ext. 294

APPLICATIONS : delivered to: Appelsbosch Hospital Private bag x 215, Ozwathini 3242. : Applicants may apply through email because the post office was vandalized. The email address is: andile.mthethwa@kznhealth.gov.za

FOR ATTENTION : Human Resource Manager

NOTE : Equity Target: African Male

CLOSING DATE : 11 February 2022

POST 02/387 : **CLINICAL NURSE PRACTITIONER (PHC TB COORDINATOR) REF NO: GTN 05/2022 (X1 POST)**
Section: Primary Health Care

- SALARY** : **Grade 1:** R383 226 per annum
Grade 2: R478 404 per annum
 Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Greytown Hospital
 : Senior Certificate/Matric or Grade 12 Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery Registration with SANC as a registered and Primary Health Care nurse Current registration with South African Nursing Council as a Registered Nurse. Valid driver's licence Knowledge, skills, Training and Competences required. Ability to drive the Government vehicle to different clinics for supporting the program. Knowledge of the Tuberculosis Program. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of health nursing care processes and procedures. Ability to function well within a team. Complete patient records according to legal requirements. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty.
- DUTIES** : Ensure data management at all levels. Provide direction and support on the improvement of DS/MDR TB indicators including TBQI. Improve management of DS/MDR TB in the Umvoti sub district. Manage and supervise effective utilisation of allocated resources. Demonstrate effective communication with health teams, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good community care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Ensure implementation of infection prevention and control in all facilities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community; promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.
- ENQUIRIES APPLICATIONS** : Mrs B.N. Mawela Tel No: (033 4139 400
 : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
- FOR ATTENTION NOTE** : Human Resource Management
 : Application must be submitted on the prescribed Application form Employment (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. Such copies need not be certified when applying for a post. Certified copies of certificate will only be requested from shortlisted candidates prior the interviews. The reference number must be indicated in the column (Part A) provided thereof on the form Z83. NB. (GTN 02/2022). Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Indian 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. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship, and

previous experience employment verifications from Employers and verification from Company Intellectual Property Commission (CIPC). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non RSA Citizens/Permanent residents /Work Permit holders must submit documentary proof together with their applications. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

- CLOSING DATE** : 04 February 2022
- POST 02/388** : **PROFESSIONAL NURSE – ADVANCE MIDWIFERY (GRADE 1 AND 2) REF NO: PCHC 02/2022**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Benefits: 13th cheque, medical aid (optional) and home Owner allowance (employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : KZN Health –Phoenix Community Health Centre
Senior certificate (grade 12) matric or equivalent plus Degree / Diploma in General Nursing that allows registration with the SANC as a Professional Nurse , Midwifery plus 1 Year post basic qualification in maternity Advanced Midwifery accredited by SANC. Proof of current registration with SANC (2022). Professional Nurse Specialty **Grade 1:** Experience: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Professional Nurse Specialty **Grade 2:** Experience: 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 experience after obtaining the 1 year post qualification in Advance Midwifery. Certificate of service from current/ previous employers stamped and signed by HR must be attached. Recommendations: NIMART certificate Knowledge, Skills, Attributes and Ability: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment Sound understanding of legislation and related ethical nursing practices within a primary health care environment Report writing skills Time management skills Good listening and communication skills Co-ordination and planning skills Team building and supervisory skills Good interpersonal relationship skills Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility Work effectively and amicably at a supervisory level , with person of diverse intellectual, cultural race or religious differences Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit Develop contacts, build and maintain a network of professional relations in order to enhance service delivery_Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock Admission of patients including screening and identification of problems and sickness in labour ward. Supervision and delegation of duties for nurses working in labour ward. Liaise and communicate with multi-disciplinary team and other stakeholders. Monitoring of patients in labour using partograph. Conducting deliveries and identifying risks. Rendering immediate care to mother and newborn infant. Appropriate management of mothers that are HIV positive and their babies. Checking emergency trolley in labour ward and antenatal clinic. Have knowledge in BANC plus and EMTCT programme.
- ENQUIRIES APPLICATIONS** : Mrs. B.P Khanyile (Deputy Manager Nursing) Tel No: 031-538 0808
Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300.
- FOR ATTENTION** : Ms H.S Khuzwayo

NOTE

: An application of employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications must submit copies of qualification, identity document, certificate of service, professional registration certificates, driver's license and any other documents with your CV. Such copies need not be certified when applying for the post, 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. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the post. The reference number must be indicated in the column provided on the Z83, e.g. ref PCHC 02/2022. Please note that failure to comply with the above instructions will disqualify the applicants. Please note the selected candidates will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of application will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. NB: Candidates to be subjected to a technical exercise/ competency assessment as part of the selection process intended to test relevant competency of the job due to severe budgetary constraints that the CHC is facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid, the CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior to the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with the new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)

CLOSING DATE

: 04 February 2022

POST 02/389

: **RADIOGRAPHER DIAGNOSTIC REF NO: GTN 04/2022 (X1 POST)**
Section XRAY Department

SALARY

: **Grade 1:** R322 746 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement
Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement

CENTRE

: Greytown Hospital

REQUIREMENTS

: Senior Certificate/Matric or Grade 12 An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice). Experience: **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa.

Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills, Training & Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations Good communication and sound interpersonal skills.

DUTIES

: Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES

: Dr KJ Gabela Tel No: (033 4139 400/ 0662903888)

APPLICATIONS

: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION

: Human Resource Management

NOTE

: Application must be submitted on the prescribed Application form Employment (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. Such copies need not be certified when applying for a post. Certified copies of certificate will only be requested from shortlisted candidates prior the interviews. The reference number must be indicated in the column (Part A) provided thereof on the form Z83. NB. (GTN 02/2022). Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Indian 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. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications from Employers and verification from Company Intellectual Property Commission (CIPC). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non RSA Citizens/Permanent residents /Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 04 February 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Address: Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- FOR ATTENTION** : Head of Department
- CLOSING DATE** : 11 February 2022 at 16:00
- NOTE** : Applications should be submitted on the new Z83 forms (effective 01 January 2021) obtainable from any Public Service Department or can be downloaded from www.dpsa.gov.za / www.labour.gov.za. Applications must be completed in full, accompanied by copies of educational qualifications, identity documents, a comprehensive Curriculum Vitae and valid Code EB vehicle driver's license with an exemption of applicants with disabilities (only shortlisted candidates will be required to bring certified copies to the interview). Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. 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 link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 02/390** : **CHIEF DIRECTOR: EDUCATION INFRASTRUCTURE MANAGEMENT REF NO: S4/3/1/53**
Branch: Education Infrastructure Management
- SALARY** : R1 251 183 per annum (Level 14), (to be structured according to individual needs)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Built Environment as recognised by SAQA. SMS Pre-entry certificate (issued by National School of Government). 5 years' experience at Senior Managerial Level in the Built Environment. Registration with the relevant professional council will be an added advantage. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management. Change management. Financial Management. People management and empowerment.

Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Research and Development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES

:
Oversee the technical portfolio for Education Infrastructure: Manage the provision of professional inputs to the Provincial Department of Education in terms of preparation of the User Asset Management Plan. Manage the review of infrastructure project list in terms of feasibility in consultation with Provincial Department of Education and make recommendations. Manage the assessment of the suitability of the site allocation in terms of the provision of integrated multi-purpose government services in the province. Manage the determination of lifecycle costs for immovable assets of the Provincial Department of Education. Manage the planning, design and budgeting for technical condition assessment for Education facilities in consultation with Provincial Department of Education. Oversee the delivery of infrastructure programmes and projects. Oversee the provision of professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Oversee the provision of professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Manage the provision of professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Oversee the provision of professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Oversee the finalisation of the Infrastructure Programme Implementation Plan [IPIP] for the Provincial Departments. Oversee the preparation and implementation of Service Delivery Agreements. Manage the procurement of projects and framework contracts for the Provincial Department of Education. Oversee the preparation of project execution plans up to the point of procurement. Oversee the implementation of the construction procurement for all projects on behalf of the Provincial Department of Education. Monitor the effective management of financial resources for projects. Monitor the updating of the document management system and the project management system. Monitor the adherence to timeframes, budgets and quality assurance standards for all contracts. Report progress regarding implementation of infrastructure projects to relevant government structures. Oversee the provision of inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Education. Oversee the maintenance of Education Infrastructure: Oversee the implementation of Technical Condition Assessments for Provincial Infrastructure. Manage the provision of the maintenance plan. Update the maintenance plan based on the findings of Technical Condition Assessments and provide credible data to the Provincial Department of Education. Make recommendations on improving the occupational Education and safety standards at all Education facilities. Determine the maintenance plan for the vacated facilities of the Provincial Department of Education. Monitor the implementation of the National Infrastructure Maintenance strategy. Monitor the implementation of maintenance plan and user asset management plan. Manage the maintenance operations. Oversee the infrastructure inputs for longer integrated infrastructure planning and development. Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources

(human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalise strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at 0Tel No: 15 284 7353 /7586/7663/7606/7607/7627/7578

POST 02/391 : **CHIEF DIRECTOR: HEALTH INFRASTRUCTURE MANAGEMENT REF NO: S4/3/1/54**
Branch: Health Infrastructure Management

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF level 7) in Built Environment as recognised by SAQA. SMS Pre-Entry Certificate (issued by National School of Government). 5 years' experience at Senior Managerial Level in the Built Environment. Registration with the relevant professional council will be an added advantage. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management. Change management. Financial Management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Research and Development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Oversee the technical portfolio for Health Infrastructure: Oversee the provision of professional inputs to the Provincial Department of Health in terms of preparation of the User Asset Management Plan Oversee the review of infrastructure project list in terms of feasibility in consultation with Provincial Department of Health and make recommendations. Manage the assessment of the suitability of the site allocation in terms of the provision of integrated multi-purpose government services in the province. Manage the determination of lifecycle costs for immovable assets of the Provincial Department of Health. Oversee delivery of the infrastructure programmes and projects: Oversee the provision of professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Oversee the provision of professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Oversee the provision of professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Oversee the provision of professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan [IPIP] for the Provincial Departments. Oversee the preparation and implementation of Service Delivery Agreements. Oversee the procurement of projects and framework contracts for the Provincial Department of Health. Oversee the preparation of project execution plans up to the point of procurement. Oversee the implementation of the construction procurement for all projects on behalf of the Provincial Department of Health. Monitor the effective management of financial resources for projects. Monitor the updating of the

document management system and the project management system. Monitor the adherence to timeframes, budgets and quality assurance standards for all contracts. Report progress regarding implementation of infrastructure projects to relevant government structures. Oversee the provision of inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health. Oversee the maintenance of Health Infrastructure: Oversee the implementation of Technical Condition Assessments for Provincial Infrastructure. Oversee the provision of the maintenance plan. Monitor the implementation of the National Infrastructure Maintenance strategy. Monitor the implementation of maintenance plan and user asset management plan. Manage the maintenance operations. Oversee the infrastructure inputs for longer integrated infrastructure planning and development: Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline, Give direction to team in realising the Directorate's strategic objectives. Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalise strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/392 : **CHIEF DIRECTOR: PROVINCIAL DEPARTMENTS INFRASTRUCTURE MANAGEMENT REF NO: S4/3/1/54**
Branch: Provincial Departments Infrastructure Management

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF level 7) in Built Environment as recognised by SAQA. SMS Pre-Entry Certificate (issued by National School of Government). 5 years' experience at Senior Managerial Level in the Built Environment. Registration with the relevant professional council will be an added advantage. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management. Change management. Financial Management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Research and Development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Oversee the delivery of the infrastructure programmes and projects: Oversee the provision of professional inputs in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Oversee the provision of professional inputs in terms of the packaging of projects and finalisation of the procurement strategy. Manage the provision of professional inputs and appropriate for

infrastructure bids for the allocation of performance based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Oversee the provision of professional inputs in terms of the determination of technical norms and standards. [Mainly cost norms]. Oversee the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan [IPIP]. Oversee the preparation and implementation of Service Delivery Agreements. Monitor the effective management of financial resources for projects. Monitor the updating of the document management system and the project management system. Monitor the adherence to timeframes, budgets and quality assurance standards for all contracts. Report progress regarding implementation of infrastructure projects to relevant government structures. Oversee the preparation of financial and non – financial. Oversee the technical portfolio management for Other Provincial Departments Infrastructure: Manage the review of infrastructure project list in terms of feasibility in consultation with Other Provincial Departments and make recommendations. Oversee the assessment of the suitability of the site allocation in terms of the provision of integrated multi-purpose government services in the province. Oversee the determination of lifecycle costs for immovable assets of the Provincial Department of Provincial Departments. Oversee and monitor the Infrastructure Programme Implementation Plan. Oversee the preparation of Infrastructure Programme Implementation Plan infrastructure. Oversee the setting of the job creation targets Oversee the updating of IPIP including cash flow projections aligned to allocated funds. Oversee the validation of building plans in terms of the National and Municipal Building Regulations. Oversee the Construction procurement: Oversee the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Oversee the registration of projects on the CIDB i-tender system. Oversee the final appointment of Professional Service Providers and contractors on successfully concluded procurement processes in collaboration with SCM. Oversee and approve the construction contract. Oversee and monitor programme reporting and the Project Execution plans. Oversee and monitor the project and programme close out. Manage the implementation Infrastructure maintenance: Manage the implementation of Technical Condition Assessments for Provincial Infrastructure. Oversee the provision of the maintenance plan. Update the maintenance plan based on the findings of Technical Condition Assessments and provide credible data. Determine the maintenance plan for the vacated facilities. Monitor the implementation of the National Infrastructure Maintenance strategy. Oversee e and monitor the implementation of maintenance plan and user asset management plan. Oversee the maintenance operations. Oversee the provision of category 3 maintenance for LDPWRI, Shared offices and legislature. Manage the infrastructure inputs for longer integrated infrastructure planning and development. Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalise strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/393 : **CHIEF DIRECTOR: DISTRICT COORDINATION AND DEPARTMENTAL OPERATIONS REF NO: S4/3/6/11**
Branch: District Coordination and Departmental Operations

SALARY : R1 251 183 per annum, (to be structured according to individual needs)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7 as recognised by SAQA. SMS Pre-Entry Certificate (issued by National School of Government). 5 years' experience at Senior Managerial Level in Administration/ District Operations. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Oversee departmental operations and district coordination services: Map property and infrastructure processes and make continuous recommendation for improvement. Determine the definition, methodology and design of portfolio, programme and project governance standards. Develop and maintain project document management system and build records. Develop and inform policies for infrastructure and maintenance in the districts. Determine quality and safety standards. Undertake research and enforce green technologies. Consolidate district budget input. Monitor the district expenditure against the allocated budget. Oversee the development of district procurement plans. Manage district assets in terms of availability and movement. Oversee and coordinate the submission of district performance agreements and work plans for each financial year. Oversee the provision of contractor development and infrastructure support services: Oversee, coordinate and implement training and mentorship on Contractor and Development Programme. Monitor and report training activities on the implementation of Contractor Development Programme in the Department. Provide community liaison on departmental infrastructure programmes. Oversee the provision of infrastructure support management services. Provide and ensure utilization of resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalise strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/394 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: S4/3/8/26**
Branch: Corporate Services

SALARY : R1 251 183 per annum (Level 14), (to be structured according to individual needs)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. SMS Pre-Entry Certificate (issued by National School of Government). 5 years' experience at Senior Managerial Level. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management.

DUTIES

Problem Solving and analysis. Client orientation and Customer Focus. Communication.

:
Oversee the implementation of the performance management system (PMDS) and training of employees: Ensure implementation of performance management according to policy guidelines and directives. Manage and coordinate the performance appraisal and rewards. Manage and coordinate probation. Manage and facilitate the development of workplace skills plan. Oversee evaluation of training impact. Oversee the verification of qualifications. Oversee the provision and implementation of strategic services: Manage integrated development planning. Oversee the coordination and facilitation of strategic planning processes. Review departmental management plan against broad strategic objectives. Develop and implement monitoring and evaluation principles and practices. Oversee the development and analysis of performance monitoring and evaluation reports. Oversee and coordinate the design and implementation of change management initiatives. Monitor and facilitate the implementation of transformation programmes. Provide for customer relations and frontline services. Oversee the provision and implementation of Human Resource Practices and Administration services: Oversee and coordinate the provision of human resource information and reporting. Oversee and coordinate the provision of staff establishment services. Oversee and facilitate staffing processes in line with recruitment policy and EE plan. Manage and facilitate transfers services. Administering of conditions of service, remuneration and employee benefits. Provide and coordinate the provision of organisational development and design services. Oversee the provision legal services: Oversee the drafting and vetting of legal contracts/agreements. Coordinate the drafting and initiation of legislation through white paper processes. Coordinate the provision of legal opinion to the Department. Oversee the facilitation process of civil and criminal litigation for and on behalf of the Department. Oversee the provision information communication technology management: Oversee the provision of information technology infrastructure and operational support. Oversee the provision of information technology business enablement and governance services. Oversee the provision of information technology solutions and information management services. Oversee the information technology security services. Manage the relation with service providers as per the service level agreements. Oversee the provision of employee health and wellness, special programmes and Employment Relations services: Oversee and coordinate matters pertaining COIDA. Oversee the administrative support for reporting of occupational injuries and diseases. Manage and facilitate health and productivity programmes. Manage and facilitate special programmes. Oversee HIV/AIDS assistance programme. Oversee the management of grievances and disciplinary matters. Manage the provision of investigations on misconduct cases and grievances. Oversee the provision and implementation of communications and stakeholder management: Oversee the provision of production and publications. Manage and oversee the provision of audio-visual services. Oversee the promotion of corporate branding. Oversee the facilitation of events management services. Oversee the provision of public relations services. Oversee the management and maintenance of the stakeholder relations. Oversee the provision auxiliary service: Ensure provision of office services, provision of fleet management services. Provide for records management and knowledge management services. Oversee the provision of security management services. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Chief Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalise strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.

<u>ENQUIRIES</u>	:	Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.
<u>POST 02/395</u>	:	<u>CHIEF DIRECTOR: ROADS INFRASTRUCTURE MAINTENANCE REF NO: S4/10/15</u> Branch: Roads Infrastructure Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14), (to be structured according to individual needs) Head Office, Polokwane An undergraduate qualification (NQF level 7) in Civil Engineering or Built Environment as recognised by SAQA. SMS Pre-Entry Certificate (issued by National School of Government). 5 years' experience at Senior Managerial level within the Roads Construction/ Maintenance Environment. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Oversee the provision and maintenance of roads services: Oversee the provision of the road asset management plan. Oversee the implementation of road maintenance plans and utilisation of the budget. Oversee the provision of provincial roads and bridges status. Oversee the provision audit responses in relation to road maintenance services. Oversee the provision of roads projects implementation: Oversee the planning and implementing of labour intensive construction projects. Oversee the planning and implementing of low volume access roads. Oversee the planning and implementing of households projects. Plan, implement and manage in-house projects. Oversee the consolidation of social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations).Oversee the provision of environmental services: Oversee the implementation of environmental projects and appointment of environmental consultants in line with the service agreement. Oversee and promote sound planning and budgeting for environmental projects. Oversee the provision of environmental impact assessment and environmental management plans. Oversee and monitor of compliance to environmental matters and legislatives. Manage the provision roads integrated development plans with districts, local municipalities and other government. Oversee the provision of mechanical services: Monitor compliance to policies and strategies for the mechanical programme. Oversee and monitor the implementation of mechanical plan and utilisation of the budget. Oversee and oversee the acquisition, maintenance and disposal of plant and machinery. Oversee the provision of the mechanical management system. Oversee and monitor performance of the mechanical programme. Oversee and oversee the maintenance of government fleet. Oversee the management of infrastructure inputs for longer integrated infrastructure planning and development: Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Chief Directorate's strategic objectives: Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Interpretation and implementation of

		Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalise strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.
<u>ENQUIRIES</u>	:	Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.
<u>POST 02/396</u>	:	<u>DIRECTOR: HEALTH INFRASTRUCTURE DELIVERY REF NO: S4/3/1/56</u> Branch: Health Infrastructure Delivery Management
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	Undergraduate Qualification (NQF Level 7) in Built Environment as recognized by SAQA. 05 years' experience at middle/senior managerial level in the Built Environment. SMS Pre-Entry Certificate (issued by National School of Government). Valid vehicle (Code EB) driver's license with an exception of persons with disabilities).Registration with the relevant professional council will be an added advantage. Valid vehicle (Code EB) (driver's license with an exception of persons with disabilities. Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Manage and coordinate the implementation of labour intensive construction: Prepare the Infrastructure Programme Management Plan [IPMP] for Provincial Departments. Manage the professional inputs being provided to the Directorate Portfolio Technical services. Determine new technology, revised norms, standards, innovation and renewable energy for Provincial Departments. Determine the final project list and budgetary implications. Determine technical and functional norms and standards for Provincial Departments. Manage the procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies and promote seamless service delivery. Manage the enforcement of standardised designs. Manage the Infrastructure Programme Implementation Plan [IPIP] for Provincial Departments: Manage the preparation of the Infrastructure Programme Implementation Plan [IPIP] for Provincial Departments. Manage the setting of the Job creation targets. Manage the updating of IPIP including cash flow projections aligned to allocated budgets. Manage the validation of building plans in terms of the National Municipal Building Regulations. Manage the Construction procurement: Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage the registration of projects on the CIDB i-tender system. Manage the final appointment of Professional Service Providers and contractors on successfully concluded procurement processes in collaboration with SCM. Monitor the departmental Infrastructure performance: Manage the establishment of a monitoring system to measure performance of Infrastructure activities in terms of project allocation. Manage site visits at agreed intervals to monitor performance. Manage and review of progress reports. Manage cost and scope variations in terms of assessments. Manage the design and implementation of interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes. Manage the validation of invoices as submitted before payment. Manage the reconciliation of payments. Manage the centralised document warehouse. Manage the provision of contract expertise for management of contracts. Manage the provision of contract management inputs in terms of legal and related issues. Manage the programme reporting: Manage and sign off on all Project Execution Plan [PEP's]. Manage regular interaction with the Provincial Departments to proactively identify problems and jointly agree on solutions. Manage the preparations of financial and non – financial performance reports. Provide Governance Infrastructure structures. Manage and update the Project Management System. Manage the project and programme close out. Manage the validation of accounts in collaboration with SCM. Manage the release of construction guarantees in collaboration with SCM. Manage the collection of all documentation including as – built plans and submission to the centralized document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space

norms based on learning generated during post project evaluation. Manage the preparations of performance reports for submission to CDIB. Manage the close out of all projects. Manage contracts: Approve contract documentation as prepared by the relevant Infrastructure Professionals before submission to SCM. Monitor that awards and/or contract cancellation are captured on the required database including on the CDB register of projects. Assess and recommend motivations for waiving of penalties and low performance damages and submit to the SCM. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at awards by more than the amounts stated in the Treasury Regulation in consultation with Legal Services and relevant Infrastructure Professional before submitting to SCM. Assess and recommend termination and/or cancellation of contracts based on inputs from Infrastructure Professionals and Legal Services. Analyse recommendations made by relevant Infrastructure Professionals and decide on the implementation of appropriate mitigation strategies to manage in a pro-active manner potential contractual implications. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Participate in site visits arranged by Provincial Treasury and/or other stakeholders. Report all non-performance issues to Risk Management. Make recommendations to SCM on price escalations based on the appropriate indices published by Statistics South Africa and/or the contract price adjustments provisions contained in the JBCC form of contract in consultation with the Professionals and Legal services. Provide inputs to SCM on the management of insurances for large and long term programmes. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Manage Project, Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of departmental goals, develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/397 : **DIRECTOR: ROADS PROJECT IMPLEMENTATION REF NO: S4/3/10/16**
Branch: Roads Project Implementation

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate Qualification (NQF level 7) as recognized by SAQA in Civil Engineering. 05 years' experience at middle/senior managerial level in Roads Construction environment. SMS Pre-Entry Certificate (issued by National School of Government). Valid vehicle (Code EB) driver's license with an exception of persons with disabilities).Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Manage and coordinate the implementation of labour intensive construction: Plan, implement and manage labour intensive construction projects. Plan, implement and manage low volume access roads. Plan, implement and manage household's project. Plan, implement and manage in-house projects. Consolidate social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations). Develop, review and implement the departmental strategy policies and procedures pertaining to Roads Project Implementation unit: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and

work processes within Roads Project Implementation unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining Roads Project Implementation unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment's. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage Project, Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of departmental goals, develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/398 : **DIRECTOR: CONTRACTOR DEVELOPMENT AND INFRASTRUCTURE SUPPORT REF NO: S4/3/10/16**
Branch: Contractor Development and Infrastructure Support

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF Level 7) as recognized by SAQA. 05 years' experience at middle/senior managerial level within contractor development environment. SMS Pre-Entry Certificate (issued by National School of Government) Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Manage, coordinate and implement training on the Contractor Development Programme: Develop and formulate strategy on the efficient management and implementation of theoretical training on Contractor Development Programme. Identify areas, within the theoretical training component, that need improvement. Ensure that training is carried out in terms of SAQA, ETQA, CETA and EPWP policies and regulations. Draw up Contracts for appointing Training Providers. Form strategic alliances with institutions for development and support of the Learners. Monitor and report training activities on the implementation of Contractor Development Programme .Provide monitoring and development of monitoring tools for training on the Programme. Compile feedback reports on training on the Contractor Development Programme. Ensure improved Learner and Training Provider performance on the Programme. Ensure that Total Quality Management (TQM) of the Contractor and Artisan Development Programme covers in detail the activities pertaining to theoretical training. Manage the provision of infrastructure support management services: Monitor implementation of policies, standards, norms and systems. Coordinate with infrastructure procurement unit on the acquisition of service providers. Maintain facilities and project records. Coordinate infrastructure plans with clients departments. Coordinate project planning, implementation and monitoring of progress. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment`s. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Manage Project, Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of departmental goals, develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/399 : **DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY MANAGEMENT REF NO: S4/3/7/2**
Branch: Information Communication & Technology Management

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF Level 7) in Information Technology/ Computer Science as recognized by SAQA. 05 years' experience at middle/senior managerial level in ITC environment. SMS Pre-Entry Certificate (issued by National School of Government) Valid vehicle (Code EB) driver's license with an exception of persons with disabilities).Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Manage the provision of Information Communication Technology infrastructure and operational support: Develop and implement ICT infrastructure plans. Provide user support in terms of desktop and LAN support. Provide specification of ICT system and infrastructure. Provide servers and network infrastructure maintenance. Update anti-virus software, standardise desktop software and server updates. Identify and compile needs for new equipment's Provide and monitor financial compliance: Develop and implement the ICT governance frameworks. Monitor the implementation of ICT projects and ICT best practice. Maintain project documentation and configuration management. Conduct service management audits. Implement information systems to support decision making. Align information and technology strategy with departmental strategic plans. Conduct business analysis. Manage the provision of Information Communication Technology solutions and information management: Manage the provision of Business Solutions. Manage the provision of effective application and systems inventory and consolidation. Conduct business analysis. Manage SLAs and contracts for effective rendering of IT services. Manage system development and deployment. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Manage Project, Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of departmental goals, develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 02/400 : **DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: S4/3/9/29**
Branch: Strategic Financial Management

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF Level 7) as recognized by SAQA. 05 years' experience at middle/senior managerial level in internal control/audit management / Risk/ compliance environment. SMS Pre-Entry Certificate (issued by National School of Government) Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management.

DUTIES

Problem Solving and analysis. Client orientation and Customer Focus. Communication.

: Provide internal control services: Monitor and review work processes (systems) and financial transaction processed for every account. Monitor compliance control strategies. Manage and safeguard all financial records for the Department. Develop tools and guidelines for inspection and investigations. Monitor and ensure that inspection and investigations are conducted to establish compliance with the PFMA, Treasury Regulations, PPPFA, Framework for Supply Chain Management and other related and relevant prescripts within the Department. Provide and monitor that internal control systems is aligned with PFMA, Treasury Regulations, PPPFA, Framework for Supply Chain Management and other related and relevant prescripts. Monitor internal financial control systems. Monitor an ensure compliance to policies, regulations, directives and procedures. Make recommendations regarding the complaints investigated. Provide and monitor financial compliance: Monitor an ensure compliance with the PFMA, Treasury Regulations, PPPFA, Framework for Supply Chain Management and other related and relevant prescripts within the Department. Monitor and analyse financial systems deficiencies. Monitor and manage the coordination of assurance processes (response to external and internal auditor's queries, management of responses) and the departmental action plan to address identified control deficiencies. Manage the implementation and maintenance of the departmental loss control system. Develop, review and implement the departmental strategy, policies and procedures pertaining to internal control and compliance: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within to internal control and compliance. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining to internal control and compliance. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment's. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage Project, Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of departmental goals, develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES

: Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

OTHER POSTS

POST 02/401

: **CHIEF ENGINEER: ELECTRICAL REF NO: S4/3/1/62**
Branch: Education Infrastructure management

SALARY CENTRE REQUIREMENTS

: Grade A: R1 058 469 per annum, (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Electrical Engineering (B Eng/ B Sc. (Eng). Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities).Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578

POST 02/402 : **CHIEF ENGINEER: MECHANICAL REF NO: S4/3/1/67**
Branch: Health Infrastructure Management

SALARY : Grade A: R1 058 469 per annum, (to be structured according to individual needs)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Mechanical Engineering (B Eng/ B Sc. (Eng). Compulsory registration with ECSA as a Professional Engineer. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities).Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of

organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at 015 284 7353 /7586/7663/7606/7607/7627/7578

POST 02/403 : **CHIEF ENGINEER: CIVIL/ STRUCTURAL GRADE A AND CHIEF ENGINEER: ELECTRICAL GRADE A**
Branch: Provincial Departments Infrastructure Management

SALARY CENTRE : Grade A: R1 058 469 per annum, (to be structured according to individual needs)
: Head Office, Polokwane
Chief Engineer: Civil/ Structural Grade A: Ref No: S4/3/1/10 (X1 Post)
Chief Engineer: Electrical Grade A: Ref No: S4/3/1/63 (X1 Post)
(Apply each post separately)

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Engineering (B Eng/ B Sc. (Eng). Compulsory registration with ECSA as a Professional Engineer. Six years' post qualification experience required as a registered Professional Engineer. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor

expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at 015 284 7353 /7586/7663/7606/7607/7627/7578

POST 02/404 : **CHIEF QUANTITY SURVEYOR GRADE A (X4 POSTS)**

SALARY CENTRE : R939 621 per annum, (to be structured according to individual needs)
: Head Office, Polokwane

(Health Infrastructure Management: Ref No: S4/3/1/58 (X1 Post)
Education Infrastructure Management: Re No: S4/3/1/59 (X1 Post)
Provincial Departments Infrastructure Management: Ref No: S4/3/1/60 (X1 Post)
Provincial Department Infrastructure Management: Ref No: S4/31/61 (X1 Post)
(Apply each post separately)

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Quantity Surveying. Six years Quantity Surveying post qualification experience required. Registration with the SACQSP. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures. Co – ordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness: Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity surveying standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity surveying efficiencies according to organizational goals to direct or redirect quantity surveying services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor and control expenditure according to budge to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of quantity survey related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between

operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No:015 284 7353 /7586/7663/7606/7607/7627/7578

POST 02/405 : **CHIEF ARCHITECT (X3 POSTS)**

SALARY CENTRE : R925 728 per annum, (to be structured according to individual needs)
: Head Office, Polokwane

Health Infrastructure Management: Ref No: S4/3/1/64 (X1 Post)
Education Infrastructure Management: Ref No: S4/3/1/65 (X1 Post)
Provincial Departments Infrastructure Management: Ref No: S4/3/1/66 (X1 Post)
(Apply each post separately)

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Architecture. Six years architectural post qualification experience required. Compulsory registration with the SACAP. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities).Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES : Maintain architectural operational effectiveness: Perform final review and approvals or audits on architectural designs according to design principles and theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness. Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the architectural environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 04 February 2022

NOTE : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. 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 the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

POST 02/406 : **CLINICAL MANAGER (MEDICAL/CEO): GRADE 1 REF NO: MPDOH/JAN/22/01**
(Re-Advertisement)

SALARY : R1 191 510 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Matibidi Hospital (Ehlanzeni District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2022). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Must be able to work under pressure, cope with high workload and

be willing to manage the hospital after hours. NB: Any previous experience must be covered by the attachment of certificate of services. (The manager to be appointed will be working as a Chief Executive Officer as well as a Clinical Manager of the facility)

DUTIES

: Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS

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

POST 02/407

: **CLINICAL MANAGER (MEDICAL/CEO): GRADE 1 REF NO: MPDOH/JAN/22/02**
(Replacement)

SALARY CENTRE

: R1 191 510 per annum, (Depending of years of experience in terms of OSD).
: Bernice Samuel Hospital (Nkangala District)

REQUIREMENTS

: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2022). A minimum of ten (10) years appropriate experience

after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. **NB:** Any previous experience must be covered by the attachment of certificate of services. (The manager to be appointed will be working as a Chief Executive Officer as well as a Clinical Manager of the facility)

DUTIES

: Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for

corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/408 : **MEDICAL OFFICER GRADE 3 REF NO: MPDOH/JAN/22/04**
(Replacement)

SALARY : R1 106 037 - R1 382 802 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Shongwe Hospital (Ehlanzeni District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. 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). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation 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** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/409** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JAN/22/03**
(Replacement)
- SALARY** : R882 042 per annum, (all-inclusive remuneration package).
CENTRE : Matikwana Hospital (Ehlanzeni District)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga

		(013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/410</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: MPDOH/JAN/22/05</u> (Replacement)
<u>SALARY</u>	:	R833 523 – R1 382 802 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Evander Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBCbB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and/or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services
<u>DUTIES</u>	:	Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. 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). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation 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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga

		(013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/411</u>	:	<u>MEDICAL OFFICER GRADE 1-3: OBSTETRICS & GYNAECOLOGY, NEURO SURGERY, ANAESTHESIOLOGY, UROLOGY AND ENT REF NO: MPDOH/JAN/22/06 (X5 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R833 523 – R1 382 802 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital (Nkangala District)
	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

- POST 02/412** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/22/07 (X3 POSTS)**
(Replacements)
- SALARY** : R833 523 – R897 939 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Middelburg Hospital
Bernice Samuel Hospital (Nkangala District)
Shongwe Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. 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). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation 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** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/413** : **DENTIST GRADE 1 REF NO: MPDOH/JAN/22/08**
(Replacement)
- SALARY** : R809 067– R897 939 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Embhuleni Hospital (Gert Sibande District)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2021). **Grade 3:** South African qualified employee-minimum of twelve (12) years relevant experience after registration with the HPCSA as a Dentist (Independent Practice). Foreign Qualified employee-Minimum thirteen (13) years relevant experience after HPCSA as a Dentist (Independent

Practice) for foreign qualified employees, of whom it is not expected to perform Community Service as required in South Africa. Registration with the HPCSA as Dentist. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's license.

DUTIES : Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS. **NB**: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/414 : **DEPUTY DIRECTOR: ENTOMOLOGY REF NO: MPDOH/JAN/22/09**

SALARY : R744 255 per annum, (all-inclusive remuneration package)

CENTRE : Ehlanzeni District Office (Mbombela)

REQUIREMENTS : An undergraduate relevant qualification (NQF Level 7) in Entomology / Biological Science / Ecology as recognized by SAQA in Administration or Public Management with at least five (5) years' relevant experience of which 3 years must be at supervisory level (Assistant Director) in management (you are required to furnish a credit certificate and/or a statement of results). A post-graduate Degree in Entomology. Research experience and scientific publications. Valid driver's license. Experience: Five (5) years post qualification natural scientific experience. Knowledge: Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Data analysis; Policy development and analysis; presentation skills; Programme and Project management, scientific methodologies and models. Research and development, Computer literate and applications. Skills: Report writing. Good communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES : Develop and monitor policies, guidelines, norms and standards in line with the World Health Organisation Integrated Vector Control Management guidelines. Monitoring of insecticide usage. Oversee indoor residual spraying activities. Monitor insecticide resistance. Identify areas at risk of transmission. Monitor low risk areas and monitor spray quality during spray season. Lead the vector control team during entomological surveillance. Conduct case investigation during outbreaks. Conduct vector control and health promotion activities. Map breeding sites. Identify gaps and develop appropriate interventions for malaria vector research needs. Conduct applied research to generate information and knowledge. Gather and interpret data statistically and compile scientific papers and technical documents.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga

		(013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/415</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: MPDOH/JAN/22/10</u>
<u>SALARY</u>	:	R724 062 - R796 041 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Ermelo Hospital (Gert Sibande District) Appropriate qualification as a Psychologist, registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Proof of working experience endorsed by Human Resource Department or relevant Employer. Competencies, Knowledge / Skills / Experience required: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/416</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): MATERNITY REF NO: MPDOH/JAN/22/11</u> (Replacement)
<u>SALARY</u>	:	R624 216 - R702 549 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Shongwe Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice R425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse and midwife plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatal Nursing Science. Minimum of 10 years' appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the one year post basic qualification in Advanced Midwifery & Neonatal Nursing. At least three (3) years of the period referred to above must be appropriate recognizable experience at a management level. Proof of current registration with SANC (2021/2022). Diploma / Degree in Nursing Management. Proof of current and previous work experience endorsed and stamped by Human Resources Management (must be attached). Computer Literacy, Knowledge and insight into nursing processes and procedures. Knowledge and insight into nursing statutes and other relevant public service acts. Decision and problem-solving skills. Interpersonal and conflict management skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Basic understanding of human resources and financial management policies and practices. NB: Any previous experience must be covered by the attachment of certificate of services.

<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Maternity Component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecology services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery. Facilitate and ensure implementation of Department priorities including National Norms and Standards. Monitor and evaluate the care and management of all patients and ensure keeping of accurate and complete patients records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate staff performance through implementation of PMDS. Coordinate clinical governance meetings relevant to the sub-component. Ability to present PIPP AND CHIPPE programme. Monitor and evaluate maternity and perinatal statistics. Oversee all aspects related to mother and child (Malnutrition, FP, BFHI, and CARMMA). Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues. Develop/ establish and maintain constructive working relationship with nursing and other stakeholder. Maintain professional growth and development of self and subordinates. Maintain client satisfaction through monitoring and setting of service standards. Exercise control of discipline, grievance and labour related issues in terms of laid down procedures. Improve Quality Care through reduction of Public complaints and waiting times.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 02/417</u>	:	<u>OPERATIONAL MANAGER (PN-B3): LABOUR WARD REF NO: MPDOH/JAN/22/12</u> (Replacement)
<u>SALARY</u>	:	R571 242 - R662 223 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Barberton Hospital (Ehlanzeni District). Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatal Care. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in Labour ward after obtaining the one (1) year post basic Advanced Midwifery and Neonatal Care qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Labour ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-

sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/418 : **OPERATIONAL MANAGER (PN-B3): CASUALTY REF NO: MPDOH/JAN/22/13**
(Replacement)

SALARY : R571 242 - R662 223 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualifications accredited with the SANC in terms of Government Notice R425 (Diploma /Degree in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse (2021). Minimum of nine (9) years appropriate/ recognisable experience in Nursing after registration as Professional Nurse with the SANC in general nursing, at least four (4) years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. One (1) year Post Basic Qualification either, (Diploma in Trauma & Emergency or Critical Care Nursing Science) accredited with SANC in terms of Government notice R212 as a specialty. Proof of service records to be attached. Annual receipt with SANC to practice for 2021 (proof of registration to be attached). Submission of certified copies of qualifications (certification should not be older than 6 months). Demonstrate a basic understanding of HR and Financial policies and practices. Recommendation ability to function independently and to prioritize work. Must have the following skills: Good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Casualty Unit according to National and Provincial Guidelines. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in the development and analysis of nursing guidelines, procedure and practices. Manage work place discipline. Implement and monitor staff performance in terms of PMDS. Ensure effective, efficient and economical use of allocated resources. Supervise training and development of learners and staff. Maintain professional development of self and staff. Work effectively, co-religious differences. Ensure adherence to the Batho – Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

<u>POST 02/419</u>	:	<u>OPERATIONAL MANAGER (PN-B3): PAEDIATRICS REF NO: MPDOH/JAN/22/14 (X4 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R571 242 - R662 223 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital Bethal Hospital Piet Retief Hospital (Gert Sibande District) Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse 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 Paediatric. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Paediatrics Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Paediatric Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/420</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/22/15</u> (Replacement)
<u>SALARY</u>	:	R571 242-R662 223 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Tweefontein "A" Clinic (Nkangala District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/421</u>	:	<u>OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO.: MPDOH/JAN/22/16</u> (Replacement)
<u>SALARY</u>	:	R571 242 - R662 223 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse 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 Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/422** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JAN/22/17**
- SALARY** : R477 090 per annum (Level 10), plus service benefits
- CENTRE** : Amajuba Memorial Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' experience at supervisory level. Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and

communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/423 : **OPERATIONAL MANAGER (PN-A5): MEDICAL UNIT REF NO: MPDOH/JAN/22/18**
(Replacement)

SALARY : R450 939 - R507 531 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing and Midwifery and one (1) year experience in Medical / Psychiatric Unit. A Diploma in Nursing Management and Administration will be an advantage. Demonstrate a Basic understanding of HR and Financial Policies and practices. Be conversant with Mental Health Act. Sound knowledge and ability to implement policies and public service regulations and other relevant statutes. Computer literacy and valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Supervise and Co-ordinate the provision of an effective and efficient patient care, through adequate Nursing care. Manage the activities of the Medical ward. Demonstrate in depth understanding of Nursing legislations and related ethical nursing practices. Practice in the development and analysis of Nursing guidelines, procedures and practices. Manage work place discipline. Monitor and manage P.S.I. ensure efficient and effective use of allocated resources, supervise training and development of learners. Maintain professional development of staff. Ensure adherence to the Batho Pele Principles, Patients Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/424 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDOH/JAN/22/19**
(Re-Advertisement)

SALARY : R450 939 - R507 531 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize,

		presentation skills, conflict management skills, people management. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 02/425</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): CDC REF NO: MPDOH/JAN/22/20</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Chief Albert Luthuli Sub-District (Gert Sibande District) Senior Certificate / Grade 12 Certificate plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Public Health will be an added advantage. Experience in Communicable Disease Control set up will be an added advantage. Proof of current registration with South African Nursing Council (SANC). Valid driver's license. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of Nursing Legislations and related legal and ethical Nursing practices and this impacts on service delivery. Demonstrate a basic understanding of HR and Financial policies and practices. Skills: Good interpersonal skill; planning and organizational skills. Good communication and presentation skills. Problem solving and analytical skills. Basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure and awkward hours. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Coordinate the implementation of the Communicable Disease Control (CDC) activities in Dr JS Moroka Sub-District. Plan and co-ordinate the implementation of CDC and Expanded Programme of Immunization (EPI) services. Management and response to outbreaks. Responsible for implementation of Communicable Diseases strategies / interventions. Management and utilization of resources. Maintain effective collaboration with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 02/426</u>	:	<u>OPERATIONAL MANAGER (PN-A5): (GENERAL NURSING: NIGHT SUPERVISOR) REF NO: MPDOH/JAN/22/21</u> (Replacement)
<u>SALARY</u>	:	R450 939 - R507 531 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Middelburg Hospital (Nkangala District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/ degree in nursing. Proof of current registration with the SANC (2021). A minimum of nine (9) years appropriate/ recognizable experience in nursing after registration with SANC as a Professional Nurse. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Computer literacy will be an added advantage. NB: Any previous experience must be covered by the attachment of certificate of services.

<u>DUTIES</u>	:	Promote quality of nursing care as directed by the scope of practice and standards. To supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Management activities of the institution according to the Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the developments and analysis of nursing guidelines, procedures and protocols. Manage work discipline. Supervise training and developments of staff. Display concern for patients promoting, advocating and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Control of budget and all other resources. Participate in quality improvement plans in the hospital. Manage PSI and adverse events. Ensure discipline of staff and resolve grievances as they arise.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/427</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): (SPECIALTY) CRITICAL CARE REF NO: MPDOH/JAN/22/22</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital (Ehlanzeni District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in Critical Care Nursing Science). Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Critical Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

<u>POST 02/428</u>	:	<u>PROFESSIONAL NURSE (PN-B1) GRADE 1: PHC REF NO: MPDOH/JAN/22/23 (X5 POSTS)</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Ogies Clinic (2), Hlalanikahle Clinic, KwaGuqa Ext 10 CHC and Emalahleni Sub-district (Nkangala District).
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform 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. 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. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 02/429</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF NO: MPDOH/JAN/22/24</u> (Replacement)
<u>SALARY</u>	:	R322 746 – R367 299 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	KwaMhlanga Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level.

Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/430 : **PROFESSIONAL NURSE WITH MIDWIFERY (PN-A2) GRADE 1-3 REF NO: MPDOH/JAN/22/25 (X15 POSTS)**
(Replacements)

SALARY : R260 760 - R492 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 02/431 : **PROFESSIONAL NURSE (PN-A2) GRADE 1-3 REF NO: MPDOH/JAN/22/26 (X4 POSTS)**
(Replacements)

SALARY : R260 760 - R492 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 02/432** : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: MPDOH/JAN/22/27**
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus service benefits)
: Provincial Office, Mbombela
: Senior Certificate / Grade 12 plus three (3) years' experience in Human Resource Unit or Diploma / Degree in Human Resource / Administration / Management. Extensive knowledge of Persal and at list must have three Persal courses. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's license will serve as an added advantage.
- DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 02/433** : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JAN/22/28**
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus service benefits)
: Embhuleni Hospital (Gert Sibande District)
: Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of Persal and at list must have three

Persal courses including interpreting Persal reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's license will serve as an added advantage.

DUTIES

: Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer / HR Manager.

ENQUIRIES

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS

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

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za
- CLOSING DATE** : 04 February 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV, qualification(s), academic records including ID-document [Driver's license where applicable]. 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. 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, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. The request for certified documents will be limited to shortlisted candidates. The Human Resource of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview.

OTHER POSTS

- POST 02/434** : **DEPUTY DIRECTOR LABOUR RELATIONS REF NO: NCDOH 01/2022**
- SALARY** : R744 255 per annum, (all-inclusive package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : A recognized and appropriate 3 (three) year tertiary qualification National Diploma NQF6 in Labour Relations, Human Resource Management or equivalent qualification. PERSAL Introduction and Labour Course will be an added advantage. Minimum of 3 (three) to 5 (five) years' experience at junior management level. Knowledge and understanding of Public Service Legal Frameworks, Public Service Regulations, Labour Legislation, Government Policies and procedures. Skills and competencies in strategic management abilities, communication, planning and organizing. Presentation and facilitation skills. Ability to work under pressure and meet deadlines. A valid driver's licence.
- DUTIES** : Manage and coordinate the handling of grievances, disputes, misconduct and disciplinary matters. Manage the provisioning of Labour Relations systems and support, facilitate capacity building programmes in the Labour Relations fields, facilitate the handling of disputes and appeals for the Department. Ensure effective management of resources within the Provincial Labour Relations unit.
- ENQUIRIES** : Ms L. Fritz Tel No: 053-8300 601

POST 02/435 : **LABOUR RELATIONS OFFICER REF NO: NCDOH 02/2022 (X5 POSTS)**

SALARY : R261 372 per annum + 37% Service Benefit

CENTRE : Provincial Office and District Offices (JT Gaetsewe, Frances Baard, ZFM District, Namakwa)

REQUIREMENTS : Matric (senior certificate) with at least 10 years' experience or a recognized and appropriate 3 (three) year tertiary qualification (National Diploma) in Labour Relations/Law, Human Resource Management or equivalent qualification (NQF6). PERSAL Introduction and Labour Course will be an added advantage. Knowledge and understanding of the Labour Relations Legal Framework, Public Service Regulations, Public Service Act and Human Resource Practices. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills. A valid driver's licence.

DUTIES : Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advise on labour relation matters, ensure the implementation of outcome of labour relation matters, monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System

ENQUIRIES : Ms LC Fritz Tel No: 053-8300601

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

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 04 February 2022
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department, and must include copies of qualifications including senior certificate, Identity document and drivers licence (where appropriate), a comprehensive CV with three contactable referees and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR 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 the requested documents will result in your application not being considered and incomplete application will be disqualified (NB: All fields of the new Z83 form are compulsory). Late, faxed and e-mailed applications will not be considered. The successful candidates for the below positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position.

OTHER POST

- POST 02/436** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2022/01**
Job Purpose: To develop Human Resource Strategies and ensure alignment of the organizational structure to the Departmental Strategic Plan.
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Appropriate 3 years tertiary qualification at NQF level 6 and / or equivalent qualification (NQF level and credits).6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Knowledge, Skills and Competencies: Knowledge of Organisational development; Form design and control; Job evaluation system; Procedure and methods study; Compilation of management report; HR planning; Prescripts; Public Service Act and Public Service Regulations. Good Communication skills; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.
- DUTIES** : The management of Organisational design services; Manage the process management and Improvement; Coordinate and facilitate the job evaluation function; Coordinate and Facilitate the assessment of functionality and capacity of the department to deliver on the mandate; Coordinate and analyse office accommodation need; The management and facilitation of the implementation of Service Delivery Programmes; Develop the operational plan in line with the

ENQUIRIES

strategic objectives of the sub-directorate; Management of Human Resources.
Generic Objectives: Strategic Leadership; Policies and Strategies.
Mr. M.M Badimo Tel No: (018) 388 5038

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.

CLOSING DATE : 11 February 2022
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 02/437 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE AND FACILITY MANAGEMENT)**
 Chief Directorate: Metro Health Services

SALARY : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate three-year Degree/Diploma (or equivalent) qualification. Experience: Appropriate experience in Human Resource Management and/or appropriate experience/ exposure to Facility Management/Support Service Management in a Hospital setting (Private or Public Sector will be considered). Appropriate experience in Contract Management and Performance Management of Outsourced Services. Appropriate Management and supervisory experience. Inherent requirement of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills, both verbal and written, in at least two of the three official languages of Western Cape. Strategic thinker, leadership abilities and relationship building. Complex problem-solving skills. Judgment and decision-making skills. Computer literacy. Project Management skills. Strategic capability, leadership and critical thinking.

DUTIES : Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Strategic, operational and financial management of all Support Services including: Waste Management, Linen, Transport, Porters, Telecommunications and Outsourced Services (Catering, Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Management of all aspects of Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects.

ENQUIRIES : Mr J Vaughan Tel No: (021) 799-1234

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

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

POST 02/438 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
 Garden Route District

SALARY : R571 242 per annum (PN-B3), (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Riversdale Clinic (1 post), Melkhoutfontein/Stillbay Sat Clinic (1 post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science:

Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, PowerPoint and emails.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service.

ENQUIRIES : Ms E Braaf Tel No: (028) 713-8644
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 02/439 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Central Karoo District

SALARY : R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 12% of basic anual salary)

CENTRE : Prince Albert CC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service daily. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Mr W J Erasmus Tel No: (023) 414-8200

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- POST 02/440** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (OPD) (X2 POSTS)**
- SALARY** : R450 939 per annum, (PN-A5)
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- POST 02/441** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (MEDICAL UNIT)**
Chief Directorate: Rural Health Services
- SALARY** : R450 939 per annum, (PN-A5)
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with a Professional Council Current registration with the SANC as a Professional Nurse. Inherent requirements of the job: Valid Code (B/EB) driver’s license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Basic computer literacy.
- DUTIES** : Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Medical and Surgical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation

of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate, coordinate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations, maintain ethical standards and promote professional growth within the department. Deliver an effective support service to the Nursing Management and the Institution.

ENQUIRIES : Mr S Bruiners, Tel No: (021) 860-2522
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.

POST 02/442 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
 Central Karoo District

SALARY : Grade 1: R401 640 per annum
 Grade 2: R473 112 per annum
 Grade 3: R557 301 per annum
 (Plus a non-pensionable rural allowance of 17 % of basic annual salary)

CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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) driver's license and willingness to travel long distances. Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ultrasound scanning experience and ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication and decision-making skills. Computer literacy (MS Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety.

DUTIES : Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Provide a sonography service to support the general specialist disciplines in Beaufort West Hospital and surrounding Geographical Service Areas. Participate in CPD training programmes.

ENQUIRIES : Ms M van Wyk Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 02/443 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Garden Route District

SALARY : Grade1: R388 974 per annum, (PN-B1)
 Grade 2: R478 404 per annum, (PN-B2)

<u>CENTRE REQUIREMENTS</u>	: Knysna/Bitou PHC : 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, and proof of current registration for 2022. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) drivers license. Willingness to work overtime. Competencies (knowledge/skills): Computer literate. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.
<u>DUTIES</u>	: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.
<u>ENQUIRIES APPLICATIONS</u>	: Ms PM Peters Tel No: (044) 302-8200 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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.
<u>POST 02/444</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	: Grade1: R388 974 per annum, (PN-B1) Grade 2: R478 404 per annum, (PN-B2) (Plus a 8% non-pensionable rural allowance of your annum basic salary)
<u>CENTRE REQUIREMENTS</u>	: Bridgeton CDC, Oudtshoorn Sub-District : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after

obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES : Manage and provide clinical comprehensive PHC service. Link with the community structures and NPO's. Manage stock and assets properly. Collect data and submit reports on or before time to the Operational Manager. Support Operational Manager in daily management functions. Manage human resources under supervision.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 02/445 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY AND NEONATOLOGY)**
Central Karoo District

SALARY : Grade1: R388 974 per annum, (PN-B1)
Grade 2: R478 404 per annum, (PN-B2)
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Midwifery and Neonatology Nursing Science. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends, and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

DUTIES : Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

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

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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.

POST 02/446 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R388 974 per annum, (PN-B1)
Grade 2: R478 404 per annum, (PN-B2)
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE REQUIREMENTS : Prince-Albert Clinic, Klaarstroom Mobile
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 in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid driver's license (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Collect, verify and submit accurate statistics timeously. Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES APPLICATIONS : Mr WJ Erasmus Tel No: (023) 414-8200
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 02/447 : **CLINICAL NURSE PRACTITIONER 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R388 974 per annum, (PN-B1)
Grade 2: R478 404 per annum, (PN-B2)
(Plus a non-pensionable rural allowance of 8% of the basic salary)

CENTRE REQUIREMENTS : Callitzdorp CC, Kannaland Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48).Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years 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 nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: A valid Code (B/EB) driver's license. Willing to drive mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

- DUTIES** : Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmed in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.
- ENQUIRIES APPLICATIONS** : Ms S Labuschagne Tel No: (028) 551-1342
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- POST 02/448** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)**
(Garden Route District)
- SALARY** : Grade 1: R388 974 per annum, (PN-B1)
Grade 2: R478 404 per annum, (PN-B2)
(Plus non pensionable rural allowance of 8% of your annual basic salary)
- CENTRE REQUIREMENTS** : Oudtshoorn Hospital
: 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. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Leadership and interpersonal skills. Computer skills.
- DUTIES** : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to.
- ENQUIRIES APPLICATIONS** : Ms H Human Tel No: (044) 203-7203
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 with their job application/on appointment. 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).

- POST 02/449** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
Central Karoo District
- SALARY** : R382 245 per annum
CENTRE : Central Karoo District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree in Information Technology. Experience: Appropriate experience in Health Information Management (e.g. SINJANI, DHIS, TIER.net, PHCIS, Clinicom). Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Ability to critically analyse bio-statistical and epidemiological information. Good interpersonal and leadership skills. Proof of advanced computer training certificate(s).
- DUTIES** : Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to district. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organization's values. Develop systems to continually improve data quality at all points in the data management process. Implement and monitor compliance with departmental information management policies in the district and all Sub-districts. Provide knowledge and mentoring support to sub-district Information Management and clinical staff. Management of the district Information Management Unit.
- ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- POST 02/450** : **SENIOR TRAINING OFFICER**
Directorate: People Development, People Development Centre (PDC) (Head Office Structure, Cape Town, based in Plumstead)
- SALARY** : R321 543 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Health Related Qualification Registrable with The Relevant Council (Health Professions Council of South Africa (HPCSA) Or South African Council for Social Service Professions (SACSSP). Experience: Appropriate experience in counselling and group work. Appropriate experience in facilitation. Appropriate experience in adult Training and Education. Appropriate experience in the field of HIV/AIDS. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge of training material preparation and facilitation. Knowledge and understanding of HIV/AIDS, TB and STI's. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, Excel and PowerPoint.
- DUTIES** : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health, wellness and related counselling and therapeutic training courses both didactically and online. Deliver training on generic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Conduct monitoring and evaluation activities in HIV/AIDS, TB & STI and related counselling and therapeutic training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).
- ENQUIRIES** : Ms N Calvert Tel No: (021) 763-5320
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.

<u>POST 02/451</u>	:	<u>LECTURER 5/8 POSTS (X8 POSTS)</u> (Directorate: Western Cape College of Nursing)
<u>SALARY</u>	:	R243 108 (5/8th) per annum
<u>CENTRE</u>	:	Western Cape College of Nursing, Metro West Campus (X4 Posts) Boland Campus (Worcester) (X2 Posts) South Cape Karoo Campus (George) (X2 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with the SANC. A relevant Master's degree where it is required to provide teaching of any post graduate programme (NQF8). A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in one of the following post-basic qualifications where it is required to lecture in a specific post-basic discipline: Medical and Surgical Nursing Science (Operating Theatre Nursing), Medical and Surgical Nursing Science (Trauma and Emergency), Medical and Surgical Nursing Science (Critical Care Nursing: General), Medical and Surgical Nursing Science (Orthopaedic Nursing), Advanced Psychiatric Nursing Science, Clinical Nursing Science: Health Assessment, Treatment and Care, Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse, Midwife or Psychiatric Nurse, where applicable. Inherent requirement of the job: Valid Code B/EB driver's licence. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills.
<u>DUTIES</u>	:	Facilitate the learning process and co-ordinate the Basic or Post-basic course programmes for Student Nurses. Evaluate the theoretical and clinical performance of the Student Nurses to ensure a safe, competent Nurse Practitioner. Evaluate and revise the curriculum relevant to the course objectives. Manage the identified nurse education programmes. Conduct surveys and research relating to nursing education and nurses' services matters. Student accompaniment in the Western Cape Clinical Facilities.
<u>ENQUIRIES</u>	:	Dr T Bock Tel No: (021) 684-1202 – Metro West, Ms L Strauss Tel No: (023) 347 0732/52 – Boland ,Ms R Byrnes, tel. no. (044) 813 1841 – South Cape Karoo
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 02/452</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (PHC)</u> Central Karoo District
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Laingsburg Primary Health Care, Laingsburg
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject / Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in administration and reception. Competencies (knowledge/skills): Good communication and writing skills in at least two of the three official languages of the Western Cape. Ability to manage the switchboard. Ability to function in a group and work under pressure. Analytical and mathematical skills for data processing. Computer literacy (MS word and excel) and knowledge of record keeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Folder management incl. filing, disposals and archiving. Appointment system. Data Management. Reception management and general administrative duties. Stock and equipment management.

ENQUIRIES : Mr MJ du Plesis Tel No: (023) 814-2035
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.

POST 02/453 : **HANDYMAN**
Chief Directorate: Metro Health Services

SALARY : R147 459 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10. Experience: Appropriate experience with tasks performed in a workshop environment within a hospital setting. Appropriate work experience with handyman related tasks within a hospital setting. Inherent requirements of the job: Willingness to work overtime when requested. Capability to do strenuous physical labour. Ability to communicate in at least two of the three official languages of the Western Cape. Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other related basic functions for a Handyman. Knowledge of Occupational Health and Safety Act.

DUTIES : Elementary maintenance, installation and repairs of water reticulation systems Maintenance and unblocking sewer systems and repairs in plumbing. Elementary maintenance, installation, repair, modify and manufacture items, equipment and machines in the mechanical field under supervision of an Artisan. Elementary maintenance, repair and installations of equipment and electrical items, and repairs in the light current field Maintenance, repair and manufacturing of basic carpentry work Maintenance of buildings and repairs at handyman level.

ENQUIRIES : Mr R Ganief Tel No: (021) 440-3191/2
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms A Stephens
NOTE : No payment of any kind is required when applying for this post.

POST 02/454 : **FOOD SERVICES SUPERVISOR**
West Coast District

SALARY : R147 459 per annum
CENTRE : West Coast TB Centre
REQUIREMENTS : Minimum educational qualification: General Education and training Certificate (GETC)- Grade 9 (St 7). Experience: Appropriate experience in a large-scale food service environment. Appropriate supervisory experience. Inherent requirements of the job: Be able to work shifts, weekends and public holidays. Be able to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the official languages of the Western Cape. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure. Computer literacy and numerical skills.

DUTIES : General supervision of the food service unit and ensure that receiving, storage, issuing and preparation is done accordingly. Implementation of a standardised recipes and provincial menu. Supervise and administer activities regarding the meal plan. Responsible for the implementation of saving measures and record keeping of food service statistics. Implement and maintain personal hygiene standards and food hygiene guidelines Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Assist with HR relative matters (checking duty rosters and registers, induction, identify training needs, leave forms and disciplinary procedures).

ENQUIRIES : Mr HL Siegelaar Tel No: (021) 862-3176
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury 7299
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.

POST 02/455 : **SEAMSTRESS**
Chief Directorate: Metro Health Services

SALARY : R124 434 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) or Grade 9 (Std. 7). Experience: Appropriate experience on working with Industrial, sewing machine and mending of torn and damaged clothes. Competencies (knowledge/skills): Knowledge of repairing of torn linen, clothing etc. Ability to communicate in at least two or three official languages of the Western Cape. The ability to work effectively in a team. Knowledge of mending clothes. Knowledge of mending linen and curtains. Knowledge of making clothing and curtains.

DUTIES : Handle all aspects of mending clothes, linen, curtains etc. Handle all aspects of the marking of linen and clothes. Making of basic clothing items on request. Helping with the design and development of new ideas in the mending of patient clothing. Cleaning of working area. General support to supervisor and peers.

ENQUIRIES : Mr M Ariefdien Tel No: (021) 940-4427
APPLICATIONS : The Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville 7535.
FOR ATTENTION : Mr CR Solomons
NOTE : No payment of any kind is required when applying for this post.

POST 02/456 : **CHILD MINDER**

SALARY : R124 434 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience in Child minding activities. Competencies (knowledge/skills): Basic literacy. Ability to participate and work as part of a team. Knowledge and adequate experience in child minding. Ability to work flexi hours, shifts, weekends and night duty. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide quality childcare to the children at the crèche. Assist with the safe supervision of children between 3 months and six years. Assist in ensuring that teaching and administrative requirements are met. Assist in cost containment and maintenance of the environment.

ENQUIRIES : Ms Y Nelukalo Tel No: (021) 938-4413
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Ms VG De Jager
NOTE : No payment of any kind is required when applying for this post.

POST 02/457 : **GROUNDSMAN**

SALARY : R104 073 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Experience with garden machinery and tools safely and efficiently. Driving of Government vehicle in order to remove waste to dump site. Drop and collect staff and tools on the estate. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills. Ability to effectively multi-task.

DUTIES : Maintain and clean hospital grounds. (Maintain gardens, cut trees, tend to flower beds and weed eradication). Maintain garden tools and equipment. Cut grass effectively and neat. Attend to Driving requirement for grounds department.

ENQUIRIES : Mr R Solomon Tel No: (021) 404-6430
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION NOTE : Mr MS Benjamin
: No payment of any kind is required when applying for this post.

POST 02/458 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R104 073 per annum
: Stikland Hospital
: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/health facility environment. Appropriate experience in stock, linen, food and equipment handling. Appropriate experience in basic food preparation. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirement of the job: Incumbent must be prepared to work shifts, on weekends and public holidays. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate in at least two or three official languages of the Western Cape.

DUTIES : Execute household tasks in order to ensure a clean, hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, packing of dirty linen for laundry and handling, transportation and disposal of medical and domestic waste generated in the hospital. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Assist with the dishing and serving of meals.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms S Fredericks Tel No: (021) 940-4424
: The Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville 7535.
: Mr CR Solomons
: No payment of any kind is required when applying for this post.

POST 02/459 : **HOUSEHOLD AID**
West Coast District

SALARY CENTRE REQUIREMENTS : R104 073 per annum
: Vredenburg Hospital
: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.

DUTIES : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Handle waste according to infection control principles and procedures. Serve meals and beverages to patients. Assist with the routine stock control of linen a non-surgical equipment. Cost effective utilisation of consumables or resources and assist with the loading and off-loading of stock. Optimal support to supervisor and colleagues.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms E Lester Tel No: (022) 709-7257
: The Manager: Medical: Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
: Mr JI Engel
: No payment of any kind is required when applying for this post.

POST 02/460 : **HOUSEHOLD AID (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE : R104 073 per annum
: Lentegeur Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning, linen and food related services. Inherent requirement of the job: Ability to do physical tasks and operate household equipment. Render a shift service on weekends and public holidays. Willingness to relieve in other departments and to work overtime as and when required. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Appropriate knowledge with the use of the cleaning equipment, materials and cleaning detergents; stock and linen. Basic knowledge of cleaning and laundry procedures. Ability to read, write and converse in two of the official languages of the Western Cape.

DUTIES : Prepare plate and serve meals and beverages to patients. Ensure the control of cleaning of household equipment, sorting, unpacking and wash/sluice of dirty/soiled linen and patient clothing. Ensure daily counting of used linen and clean linen. Correct usage of equipment and chemicals also maintenance of general neatness and hygiene of the area. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms D Lotz Tel No: (021) 370-1340, Ms BL McKay Tel No: (021) 370-1248
APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Twalo
NOTE : No payment of any kind is required when applying for this post.

POST 02/461 : **HOUSEHOLD AID**
Garden Route District

SALARY : R104 073 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate previous Hospital and or other Health Facility cleaning experience. Inherent requirement of the job: Rotate in wards according to the needs of the service. Render a shift service on weekends and public holidays, day and night duty. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment. Basic knowledge of cleaning procedures and the cleaning equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work with heavy duty household/cleaning equipment.

DUTIES : Render an effective, efficient and safe hygiene service in the Health Facility. Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.

ENQUIRIES : Ms GA Lloyd Tel No: (044) 302-8400
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.

POST 02/462 : **CLEANER**
Garden Route District

SALARY : R104 073 per annum
CENTRE : Alma CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Appropriate experience with the use of cleaning equipment, materials and detergents. Appropriate infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work overtime when necessary. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.

DUTIES : Provide a clean and hygienic environment in and outside the health care facility. Cleaning of Dental unit and offices to prevent the spread of infection. Plan and

organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment (i.e. polisher and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored. Actively involved in infection control, occupational control and occupational health and safety activities.

ENQUIRIES : Ms M Manuel Tel No: (044) 604-6106
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.

POST 02/463 : **HOUSEHOLD AID**
West Coast District

SALARY : R104 073 per annum
CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other sections when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES : Mr D Snell Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi
NOTE : No payment of any kind is required when applying for this post.