



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2024

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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.

AMENDMENT

: **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Department of Public Works and Infrastructure: kindly note that the post of Deputy Director: Parliamentary and Cabinet Support (Departmental Support to the Ministry) ref no: 2024/41, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-01@dpw.gov.za, Deputy Director: Administration Support and Coordination (Departmental Support to the Ministry) Ref no: 2024/42, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-02@dpw.gov.za, Administrative Officer: Registry Services (Departmental Support to the Ministry) Ref no: 2024/43, Correct salary: R308 154 per annum, Email to: Recruitment24-03@dpw.gov.za, Food Service Aid (Departmental Support to the Ministry) Ref no: 2024/44, Correct SALARY: R 131 265 per annum, Email to: Recruitment24-04@dpw.gov.za, advertised in

Public Service Vacancy Circular 13 dated 19 April 2024 with the closing date 10 May 2024, was advertised with incorrect Salary scale and without email address, above are the correct Scales and email per post. Closing date will be extended to the 17 May 2024.

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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. People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or email to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 17 May 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for 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.

OTHER POSTS

- POST 14/01** : **VIDEOGRAPHER REF NO: 3/1/5/1-24/03**
Directorate: Media Production
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Film Production, Videography, Video Production, or related field of qualification, as recognised by SAQA, with at least three (3) years' relevant experience at supervisory level. The applicant

should have knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming. Be able to produce, upload and or share videos on different online platforms. Very strong ability to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a light motor vehicle driver's licence as the post entails extensive travelling away from Head Office. He/ she must have knowledge of government communication with good interpersonal and communication skills. Be able to do on location creative lighting and sound operation. Must be able to work independently or with less supervision. Be a good team worker. Must be computer literate with strong coordination, client orientation and project management skills.

DUTIES : The incumbent will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Perform camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archive and log all recorded footage and videos produced. Assist with teleprompter operations and live streaming. Performing basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required. Produce and edit for OTT platforms as and when required.

ENQUIRIES : Mr Gasegoitse Phatudi Tel No: (012) 473 0091
NOTE : Shortlisted candidates will submit a portfolio on a memory stick or online link and will be subjected to a practical assessment.

POST 14/02 : **VIDEOGRAPHER REF NO: 3/1/5/1-24/02 (X2 POSTS)**
 Directorate: Media Production
 (Twelve 12 Months Contract)

SALARY : R308 154 per annum (Level 07). Plus 37% of the annual notch
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF Level 6) in Media Studies, Videography, Video Production, Motion Graphics or related field of qualification, as recognised by SAQA with at least one (1) year relevant experience (including internship and learnership experience). The candidate must have knowledge and experience in video production; as well as an understanding and experience in the use of the professional video cameras and other related equipment. Deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming and be able to produce videos for different online platforms. Must be computer literate with coordination and project management skills. Must be able and prepared to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a light motor vehicle driver's license as the post entails extensive travelling away from Head Office. He/ she should have knowledge of government communication with good interpersonal and communication skills. Be able to do location lighting and sound operation. Be client orientated.

DUTIES : The incumbent will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Prepare scripts for major production. Assist with camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archiving and logging of all recorded footage with relevant metadata. Upload or share the produced/edited videos on identified platforms as directed. Assist with live streaming. Perform basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required.

ENQUIRIES : Mr Gasegoitse Phatudi Tel No: (012) 473 0091
NOTE : Shortlisted candidates will submit a portfolio on a memory stick or online link and will be subjected to a practical assessment.

OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : Gauteng Division of the High Court: Johannesburg / Pretoria / Land Court: Randburg / Labour and Labour Appeals Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 13 May 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised, and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will

use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process. Note: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

- POST 14/03** : **JUDGE'S SECRETARY REF NO: 2024/23/OCJ**
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Pretoria
Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, / Bcom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgment from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgment will be handed down, further notifying them on how the judgment will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure

- that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.
- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/04** : **JUDGE'S SECRETARY REF NO: 2024/24/OCJ (X3 POSTS)**
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and that signed Judgments handed down in court or virtually are uploaded to the court file and submitted to the library. To ensure that orders are sent to the typist for typing, signed and uploaded to the court file. To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, and Judge has all documents in the file on time as per the duty roster. To ensure that all electronic files assigned to the Judge are accessible. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated. Notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle maintenance and repairs. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that endorsed court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose-leaf publications in the Judges library are attended to. To sign and account for assets, including those assigned to the Judge in terms of the PFMA.
- ENQUIRIES** : Technical enquiries: Ms S Letlaka Tel No: (010) 494 8589

- NOTE** : HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
 : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/05** : **JUDGES' SECRETARY REF NO: 2024/25/OCJ (X2 POSTS)**
 (3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and that signed Judgments handed down in court or virtually are uploaded to the court file and submitted to the Library. To ensure that orders are sent to the typist for typing, signed and uploaded to the court file. To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, and Judge has all documents in the file on time as per the duty roster. To ensure that all electronic files assigned to the Judge are accessible. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated. Notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled, and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle maintenance and repairs. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that endorsed court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose-leaf publications in the Judges library are attended to. To sign and account for assets, including those assigned to the Judge in terms of the PFMA.
- ENQUIRIES** : Technical enquiries: Ms S Letlaka Tel No: (010) 494 8589
 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 14/06</u>	:	<u>POOL JUDGE'S SECRETARY REF NO: 2024/26/OCJ (X1 POST)</u> (1-Year Contract)
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of the High Court: Johannesburg
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Letlaka Tel No: (010) 494 8589 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 14/07</u>	:	<u>JUDGE'S SECRETARY REF NO: 2024/27/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg

<u>REQUIREMENTS</u>	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 14/08</u>	:	<u>JUDGES SECRETARY REF NO: 2024/28/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour and Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate with one (1) to three (3) years secretarial experience or as an office assistant in a legal environment. A valid Driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB/ Bcom Law degree will serve as an advantage and results must accompany the application. Shortlisted Candidate will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

- DUTIES** : Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial / administrative duties to the Judge, Manage and type correspondence, judgments and orders for the Judge (including data typing), arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangement. etc; To ensure that the bench book of the Judge is prepared, and the files are in court before court starts, Accompany Judge to circuit court as and when require , Ensure that all cases are called and recorded as per the court roll, Safekeeping of court files and court records allocated to the Judge, Type judgments and send them to the Library as required, return the court file to the Typists, Ensure all statistics and Reserved Judgments are reported to the Statistical Officer within the required time frames after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court; Management of Judge's vehicle, logbook; Ensure Judges invoices are submitted for the S&T claims and ensure submission of cell phone and data claims for processing Arrange receptions for the Judge, and his visitors and attend to their needs; Management of Judge's Library and updating of loose leaf publications; Execute Legal research as directed by the Judge. Comply with departmental policies, prescripts, procedures and/ or guidelines.
- ENQUIRIES** : Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/09** : **JUDGE'S SECRETARY REF NO: 2024/29/OCJ (X5 POSTS)**
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Pretoria
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and

recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/10** : **JUDGE'S SECRETARY REF NO: 2024/30/OCJ**
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Pretoria
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file

and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/11** : **POOL JUDGE'S SECRETARY REF NO: 2024/31/OCJ (X3 POSTS)**
(1-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Pretoria
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-

authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES

: Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : All applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 17 May 2024
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

MANAGEMENT ECHELON

- POST 14/12** : **SECRETARY: COMMISSION ON KHOI-SAN MATTERS REF NO: 2024/03**
Contract post linked to term of Office of The Commission on Khoi-San Matters
- SALARY** : R1 162 200 per annum (Level 13), An all-inclusive remuneration package, (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree or equivalent qualification (NQF level 7) in Social or Management Science. Certificate for entry into the Senior Management Services (SMS) (Nyukela Certificate). At least five years experience at middle management. A valid drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation, Fluency in Afrikaans (verbal & written) Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
- DUTIES** : The successful candidate will perform the following duties: Manage proceedings and corporate support services for the Commission on Khoi-San leaders; Manage Secretariat support and Programmes for the Commission on Khoi-San matters. Manage finances of the Commission on Khoi-San matters, Manage human resources within the Secretariat of the Commission on Khoi-San matters; Manage research support to the Commission on Khoi-San matters. Manage and supervision of staff in the Secretariat.
- ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 4982

OTHER POSTS

- POST 14/13** : **DEPUTY DIRECTOR: RISK OFFICER REF NO: 2024/04**
12 months contract
- SALARY** : R849 702 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** : An appropriate Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid drivers license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage business continuity function of the Department.
- ENQUIRIES** : Mr B Mabogoane Tel No: (012) 336 5669
- POST 14/14** : **ASSISTANT DIRECTOR: OFFICE SUPPORT & ADMINISTRATION REF NO: 2024/05**
Secretariat: Commission on Khoi-San Matters
(Contract post linked to term of office of the Commission)
- SALARY** : R444 036 per annum (Level 09). Plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration or related qualification on NQF level 7 plus 3-5 years' relevant experience at supervisory level. A valid driver's licence. Generic competencies: Planning and organising; Coordination, Problem solving & decision making; Project Management; People Management and Empowerment; Client Orientation and Customer Focus; Team Leadership; Communication (Verbal and written). Technical competencies: Knowledge of Public Service policies and regulations; Office Management; Government systems and procedures, Records management, Report writing, Afrikaans fluency.
- DUTIES** : The successful candidate will perform the following duties: Support the Secretary of the Commission on the provision of secretariat support services of the Commission; Provide support to the Secretary of the Commission in respect of its statutory functions; Provide support to the Secretary of the Commission in respect of effective CKSM records management and operations of the Commission; Supervise support staff within the Secretariat: CKSM.
- ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 4982
- POST 14/15** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2024/06**
(12 months Contract)
- SALARY** : R444 036 per annum (Level 09). Plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment
Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Assurance, Consulting and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.
- DUTIES** : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required

by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.

ENQUIRIES : Mr JJ Appel Tel No: (012) 334-4974

POST 14/16 : **SENIOR PERSONNER PRACTITIONER: RECRUITMENT REF NO: 2024/07**

SALARY : R376 413 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma/degree in Human Resource Management or equivalent qualification on level NQF 6/7 plus at least 5 years' relevant experience recruitment and selection. Generic Competencies: Knowledge and understanding of enabling legislation (BCEA, EEA, PSA, PSR, CORE, PFMA, etc). Ability to perform in a pressure driven environment. Proven strong and verbal written communication skills. Sound analytical, statistical, and problem-solving skills. Knowledge of PERSAL and Vulindlela. Computer literate. Driver's licence.

DUTIES : The successful candidate will perform the following duties: Facilitate and implement recruitment and selection processes. Prepare and submit vacancy and employment statistics reports to the Head of Human Resources. Ensure effective implementation and compliance with relevant legislative framework and policies. Provide support on recruitment and selection processes. Coordinate employee health and wellness programmes.

ENQUIRIES : Ms L Motihala Tel No: (012) 336 5824

POST 14/17 : **SENIOR STATE ACCOUNTANT: BUDGETS REF NO: 2024/08**

SALARY : R376 413 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma or Degree in Accounting/Business Administration or equivalent with accounting as a passed subject (NQF level 6/7). Three (3) years relevant experience. Generic competencies: Finance, problem solving and client orientation and customer focus, good verbal/ and written communications skills, Decision making skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes, Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System.

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

queries. Gather and submit information requested by auditors within required time.

ENQUIRIES : Mr PM Komape Tel No: (012) 336-5796/4

POST 14/18 : **ADMINISTRATIVE ASSISTANT REF NO: 2024/09**
Chief Directorate: Office of the Director-General

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Pretoria
: A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions, and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for line functions in the Office of the Director-General Chief Directorate: Receive and distribute documents. Record documents in the appropriate various line functions registers. File and manage the paperwork of line functions in the ODG. Establish effective document tracking systems. Provide secretarial support services for line functions in the Office of the Director-General Chief Directorate: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment line functions in the Office of Director-General Chief Directorate. Make copies, fax and email documents as required.

ENQUIRIES : Mr B Mabogoane Tel No: (012) 336 5669

POST 14/19 : **ADMINISTRATIVE ASSISTANT REF NO: 2024/10**
Chief Directorate: Partnerships

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Pretoria
: A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Office of the Chief Director: Partnership: Receive and distribute documents, Record documents in the appropriate various line functions registers, File and manage the paperwork of line functions in the ODG, Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops, Compile minutes/ reports, Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: Arrange appointments and record events in the diary, Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences, Purchase and order stationery and equipment, Manage inventory and equipment in the Office of Chief Director. Make copies, fax and email documents as required.

ENQUIRIES : Mr L Morule Tel No: (012) 336 5816

POST 14/20 : **ADMINISTRATIVE ASSISTANT REF NO: 2024/11**
Secretariat: National House of Traditional & Khoi-San Leaders

SALARY CENTRE : R216 417 per annum (Level 05)
: Pretoria

- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Office of the Secretary of the NHTKL: Receive and distribute documents, Record documents in the appropriate various line functions registers. File and manage paperwork in the Secretary's office. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops, Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diary of the Secretary: NHTKL: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment in the Office of the Secretary. Make copies, fax and email documents as required.
- ENQUIRIES** : Mr A Sithole Tel No: (012) 336 5853
- POST 14/21** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2024/12**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: A Grade 12 Certificate with accounting/mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.
- DUTIES** : The successful candidate will perform the following duties: Receive, collect, capturing, reconciling, and ensuring that invoices, inter-departmental claims, salary claims, travel and subsistence payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the South African Revenue Services. Liaising with clients and resolving queries related to payments or claims. Responsible for payments reports and payroll. Responsible for accounts receivable, accounts, journalize, bank/ accounts reconciliation, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and attends to payments enquiries and payments from other departments. Filing of documents. Gather and submit information requested by supervisor for submission to auditors within required time.
- ENQUIRIES** : Mr PM Komape Tel No: (012) 336-5796/4

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 13 May 2024
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. 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. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** Kindly note that the post of Control Engineering Technologist Grade A with reference number: 060524/04 advertised in Public Service Vacancy Circular 13 of 2024 dated 19 April 2024 has been withdrawn.

MANAGEMENT ECHELON

- POST 14/22** : **CHIEF DIRECTOR: WATER RESOURCE INFRASTRUCTURE OPERATIONS & MAINTENANCE REF NO: 130524/01**
Branch: Infrastructure Management
Chief Directorate: Water Resources Infrastructure Operations & Maintenance (WRIOM)
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A 4-year B Eng / BSc Eng Engineering Degree NQF 7 qualification in Civil or Mechanical Engineering. At least ten (10) years post qualification water engineering experience. Five (5) years experience at a senior managerial level. The disclosure of a valid unexpired drivers license. Experience in Water Resource Infrastructure Operations and Maintenance. Knowledge of Water Engineering and Water Resource Systems (Dams, Rivers, Pump Stations, Canals, Pipelines, Tunnels). Understanding of Practical Engineering Management Principles. Knowledge of National Water Act, 1998 (Act No 36 of

1998) and related policies. Knowledge of Integrated Water Resources Management. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Project and Programme Management. Basic Understanding of Project Finance. Knowledge of Human Resources Management. Knowledge of Industrial Relations. Understanding of procurement. Strategic capability and Leadership. Programme and Project Management. Financial and budget Management. Change management. Knowledge management. Service Delivery Innovation (SDI), Problem solving and analysis. People management and empowerment. Communication. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES : Manage the operations and maintenance of national water resources infrastructure to supply bulk raw water. Manage dams and surrounding areas (land matters) to meet environmental and social objectives. Manage refurbishment and rehabilitation of national water resource infrastructure to secure a sustainable supply of bulk raw water. Ensure surveillance of all dams owned by the Department of Water and Sanitation in accordance with approved dam safety legislation. Ensure human resources management, financial management and risk management. Provide maintenance of water resource infrastructure (dams, pumps and pump stations, pipelines, syphons, gates and valves, canals, tunnels), monitor operational performance, prepare and/or review reports on various aspects of operations and maintenance. Manage revenue budget, forecast capital and operational expenses in line with the applicable policy. Mobilize budget and resources for the various projects and provide leadership of the Chief Directorate.

ENQUIRIES APPLICATIONS : Mr. LS Mabuda Tel No: (012) 336 8477
 : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit.

POST 14/23 : **CHIEF DIRECTOR: AUXILIARY SERVICES REF NO: 130524/02**
 Branch: Corporate Support Services
 Chief Directorate: Auxiliary Services

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive salary package)
 : Pretoria Head Office
 : A relevant undergraduate NQF 7 qualification. Five (5) years experience at Senior Management level. Understanding of building management legislation and regulatory framework. Understanding security policies and procedures. Understanding of transport policies and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Understanding administration procedures, programme and project management. Insight knowledge of knowledge management Strategic capability and leadership. Financial and change, management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Ensure strategic leadership to the overall planning and reporting. Oversee the implementation of facilities management of the departmental buildings. Ensure that travel services are managed efficiently and effectively within the department. Manage the safety and security function of the department. Manage the co-ordination of knowledge management within the department. Generic management functions such as financial and human resources.

ENQUIRIES APPLICATIONS : Mr. C Greve Tel No: (012) 336 8919
 : Pretoria (Head Office): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit.

POST 14/24 : **DIRECTOR: DEPARTMENT INFORMATION SECURITY OFFICER REF NO: 130524/03**
 Branch: Corporate Support Services

SALARY CENTRE : R1 162 200 per annum (Level 13), (all-inclusive salary package)
 : Pretoria Head Office

REQUIREMENTS

: A Bachelor's Degree at NQF 7 qualification in IT or related field. Certified Information Systems Security Professional (CISSP) and/or Certified Information Security Manager (CISM). Five (5) to ten (10) years experience in ICT. Minimum of (5) five years' experience should be at a specialist, middle management in cyber security. Demonstrated experience in strategic leadership role in cyber security, risk management and OT (operational technology) security. Demonstrated technical and tactical experience in the field of cybersecurity, including information security and compliance. Knowledge of information and cybersecurity models and frameworks, operating models, and risk management. Knowledge and understanding of relevant legal and regulatory requirements, such as data privacy, POPIA and MISS. Familiarity with information management practices, IT Governance, system development life cycle management, IT services management, infrastructure and operations, and enterprise architecture. Knowledge of business ecosystems, (SaaS) software as a service, (IaaS) infrastructure as a service, (PaaS) platform as a service, SOA, APIs, open data, microservices, event-driven IT and predictive analytics. Exposure and understanding of existing, new, and emerging technologies, and processing environments. Exceptional soft and interpersonal skills, including teamwork, facilitation, and negotiation skills. Strong leadership skills. Excellent analytical and technical skills. Excellent written, verbal, communication, and presentation skills. Excellent planning and organizational skills. Excellent stakeholder management skills. Knowledge and understanding of social engineering concepts. Knowledge and understanding of operating systems, middleware, and databases. Knowledge of project management methodologies and processes. Knowledge and understanding of network connectivity. Be computer literate (MS Office) and take a holistic system perspective. Empathizes with multiple points of view. Applies creativity and critical analysis in designing and creating organizational commitment for new objectives.

DUTIES

: Lead, develop, implement, and manage the end-to-end information and cybersecurity program of the department. Manage the ICT risk management function to support the overall departmental risk management function. Ensure compliance for cyber security, risk management, data privacy and confidentiality, information security management, including the development of policy standards, processes, and procedures as well as regular cybersecurity management reporting to stakeholders. Oversee the technical security operations function in line with the cybersecurity best practices and communicate to stakeholders through dashboards and reports on cyber and information security in line with cybersecurity frameworks. Develop, implement, and manage the ICT business and service continuity plans including data backup and disaster recovery implementation and testing.

ENQUIRIES

: Mr A Kekana Tel No: (012) 336 8701

APPLICATIONS

: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment and Selection unit

NOTE

: Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 14/25

: **DEPUTY DIRECTOR: REGIONAL PROJECT MANAGER (X3 POSTS)**

Branch: Provincial Operations

SALARY CENTRE

: R1 003 890 per annum (Level 12), (all-inclusive salary package)

: Gauteng, Bloemfontein, Mmabatho Provincial Offices'

Gauteng Ref No: 130524/04 (A) (X1 Post)

Free State Ref No: 130524/04(B) (X1 Post)

North-West Ref No: 130524/04(C) (X1 Post)

REQUIREMENTS

: A Degree in Civil Engineering or Project Management in an Engineering Environment. A certificate in Project Management would serve as an added advantage. Three (3) to five (5) years Junior Management experience in industrial related project planning and/or in civil engineering (Design and Construction). The disclosure of a valid unexpired driver's license. Understanding of contract administration, business principles and business law. A broad understanding of each engineering discipline. Effective

management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), Lotus Notes, and other Company and discipline-specific software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals inside and outside of the Company. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), National Water Act (NWA), Water Services Act (WSA) and related legislation.

DUTIES

: Provide support in the implementation of water services infrastructure grant programmes in the provincial operations. Implement water services infrastructure grant programmes in the provincial operations. Ensure effective integrated water resources implementation. Ensure various water sectors consulted on water issues. Ensure the needs of business sectors are catered for and implement water policies for water services infrastructure grant programmes in the provincial operations. Support the development and evaluation of the implementation readiness reports, feasibility studies, and business plans for water services infrastructure grant programmes by all water sectors. Provide support in the development of project planning in the design and/or testing phases. Define, create, determine, develop, and review project scope, detailed work plans, resources, project schedules, project completion activities, and objectives and measures to be evaluated to ensure completion. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Ensure water supply availability for all business sectors. Avail raw water supply for all municipalities. Ensure water issues are communicated with all key stakeholders and various water sectors consulted. Needs of business sectors catered for on bulk infrastructure programme. Assure that water services infrastructure grant programmes are budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programmes. Ensure that budgeted funds are used efficiently and effectively. Develop and implement early warning management system. Ensure effective monthly and quarterly reporting, and information dissemination. Monitor and evaluate the implementation of all water services infrastructure development programmes in the provincial operations. Ensure that project deliverables are on time, within budget and meet the required quality standards. Develop forms and records to document and file project activities and ensure that project information is appropriately documented and secured. Monitor project and programme progress and make necessary adjustments to ensure successful project completion. Establish a communication schedule to update stakeholders including appropriate staff in the organization on project progress. Regularly review the quality of work completed to ensure standards are met. Manage, supervise, and train staff in accordance with the functions and needs of the component. Effectively manage the MTEF project budget and sectional budget and ensure ongoing monitoring and reporting of financial performance.

ENQUIRIES

: Gauteng Mr. Mulalo Bvumbi Tel No: (012) 392 1345
 Free State: Mr. M Manyama Tel No: (051) 405 9000
 North-West: Mr L Mditshane Tel No: (018) 387 9549

APPLICATIONS

: **Gauteng (Pretoria):** Please forward your application quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. For Attention: Mr Daniel Masoga
Free State (Bloemfontein): Please forward your application quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor. For Attention: Ms. Z Gwetyana
North-West (Mmabatho): Please forward your application quoting the relevant reference number 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 14/26 : **DEPUTY DIRECTOR: SANITATION CO-ORDINATION REF NO: 130524/05**
Branch: Provincial Operations: Eastern Cape
Dir: Water And Sanitation Services Support

SALARY : R1 003 890 per annum (Level 12), (all-inclusive salary package)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma or Degree in Built Environment. Three (3) to (5) years relevant experience. The disclosure of a valid unexpired driver's license. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analysis. Strategic capability and leadership. Understanding of programme and project management. Financial, change, and knowledge management. Service Delivery Innovation (SDI). People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : The implementation of provincial sanitation programmes. Ensure development of strategic objectives for provincial sanitation programme. Development of provincial programmes in line with strategic objectives. Roll out provincial programmes that are in line with sanitation regulations, norms, and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting on programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Strategic objectives developed. Sanitation programmes formulated and implemented. Regular reports compiled. Establish and maintain provincial relations with all stakeholders. The development of provincial and district level sanitation policies, strategies in line with national strategic objectives. Coordinates stakeholder inputs into provincial sanitation strategies and policies. Develop provincial inputs into National Policy and Strategies. Establish and maintain sanitation forums. Promote a culture of learning and exchange of information (Sector Advocacy). Stakeholder policy and strategic inputs. Provincial policies and strategies. Inputs into National Policy and Strategies. Sanitation forums established. Sector Advocacy. The co-ordination of sanitation planning in the province. Coordinate provincial sanitation programme planning. Provide inputs into provincial sanitation funding requirements. Ensure inputs into water services and integrated development plans. Ensure alignment of National and Provincial priorities within individual WSDP's and IDP's. Co-ordinated provincial sanitation programme plan. Inputs into WSDP's and IDP's. Provincial priorities aligned within WSDP's and IDP's.

ENQUIRIES : Ms. A Sizani Tel No: (043) 604 5404
APPLICATIONS : Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X7485 King William's Town, 5600 or hand deliver at the No 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

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

POST 14/27 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 130524/06**
Branch: Provincial Operations: Free State
Dir: Financial Management

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor's Degree in Financial Management or relevant qualification at NQF 7. Three (3) years relevant experience in Finance at Junior Management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures, and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Ability to write reports and submissions. Ability to compile presentations. Good communication skills both

(verbal and written). Excellent Computer literacy skills in MS Word, MS Excel, and Outlook.

DUTIES

: Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Provincial office budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with regional compliance on all Financial Transactions as PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and service, transfers, subsidies, and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual statements). Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, serve on transverse task team as required.

**ENQUIRIES
APPLICATIONS**

: Dr T Ntuli, Tel No: (051) 405 9000
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION

: Ms. Z Gwetyana

POST 14/28

: **ENGINEER PRODUCTION GRADE A - C REF NO: 130524/07**
Branch: Provincial Operations: Mpumalanga
Dir: Water and Sanitation Services Management: Infrastructure Development & Refurbishment Programmes
(This is a re-advertisement applicants who applied previously should re-apply)

SALARY

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

**CENTRE
REQUIREMENTS**

: Mbombela
: A Civil Engineering degree (B Eng/ BSc Eng). Three (3) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge and understanding of programme and project management. Knowledge and understanding of government procurement for infrastructure projects. Knowledge engineering design and analysis. Understanding of research and development. Knowledge and understanding of government legislations relevant to the sector. Technical report writing. Team leadership, planning, organizing, and analytical skills. Financial, conflict and people management skills. Computer literacy.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate, and maintain engineering projects. Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice. Develop cost-effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Analyses and advice on the planning, design, construction, and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution, and discharge. Development of planning/operation models or decision support systems for water resource development/management. Develop tender specifications. Development of Business Plan. Approve engineering works. according to prescribed norms and standards. Ensure training and development of technicians, technologists, and candidate engineers to

promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.

ENQUIRIES : Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335

APPLICATIONS : Mpumalanga (Mbombela): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION : Ms. FM Mkhwanazi

POST 14/29 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 130524/08**

Branch: Provincial Operations: Gauteng

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Gauteng Provincial Office
: A National Diploma or Degree in Public Management / Business Management / or Project Management. Three (3) to (5) five years supervisory experience in monitoring and evaluation. Exposure in project management is highly recommended. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Report to the Deputy Director: Strategic Support and M & E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and support components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly, and annual basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and coordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports.

ENQUIRIES APPLICATIONS : Ms. T Mashiloane Tel No: (012) 392 1489
: Gauteng Provincial Office: Please forward your application quoting the relevant reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor.

FOR ATTENTION : Ms Beaula Mekwa

POST 14/30 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: 130524/09**

Branch: Provincial Operations: Gauteng

Dir: Support Services

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Gauteng Provincial Office
: A National Diploma or Degree in Communication / Journalism. Three (3) years supervisory management experience in Communication. Three (3) to (5) five years' experience in a communication environment will serve as an added advantage. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies, political science and policy,

public administration. Knowledge of design principles, techniques, and tools. Knowledge of the writing process reviewing and proofreading. Knowledge and understanding of water sector legislation. financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and understanding of programme and project management. knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories, and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintain stakeholder relations with community and media.

ENQUIRIES APPLICATIONS : Mr. S Nevhorwa Tel No: (012) 392 1324
: Gauteng Provincial Office: Please forward your application, quoting the relevant reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor.

FOR ATTENTION : Mr. Elphus Pinga

POST 14/31 : **CHIEF ARTISAN GRADE A ELECTRICAL REF NO: 130524/11**
Branch: Infrastructure Management: Northern Operations
Div: Electrical Maintenance

SALARY CENTRE REQUIREMENTS : R455 223 per annum, (OSD)
: Hartbeespoort Area office
: Appropriate Trade Test Certificate in Electrical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Technical report writing skills, Communication skills and Computer literacy (Word, PowerPoint, Excel, Outlook). Be able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Knowledge/Experience with SAP will be advantageous.

DUTIES : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Be involved in the planning and execution of OPEX maintenance and CAPEX maintenance. Manufacture items from own planning and from design drawings source, liaise and request quotations from suppliers and ensure product compliance to specifications and standards Accept appointment as a 2.7 responsible person for Electrical equipment. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis. Compile Monthly and Quarterly maintenance performance reports. Work requires travelling to remote areas and overnight stays on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES APPLICATIONS : Mr MJ Kgwaswane at 087 943 3702
: Hartbeespoort: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation: The Area Manager: Hartbeespoort Area Manager, Hartbeespoort Area Office, Private Bag X 352, Hartbeespoort, 0216 or deliver to Dept of Water and Sanitation, Old Rustenburg Road, Hartbeespoort, 0216.

FOR ATTENTION : HR Section

POST 14/32 : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 130524/10**
Branch: Provincial Operations: Free State

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bloemfontein
: A National Diploma / Degree in Auditing or Financial Management. Three (3) to five (5) years supervisory experience in Auditing or Financial Management.

Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994), the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and Corporate Governance issues. Experience and sound understanding in internal auditing, auditing principles, risk management. Experience in a compliance environment. Ability to work independently and under pressure. The disclosure of a valid unexpired driver's license and the willingness to travel. Computer literacy in Microsoft Office Suite. Good communication (verbal and written) skills. Problem solving skills. Ability to think strategically. Excellent communication skills. A sound understanding of ERM principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Leadership skills. Project management skills. Sound understanding of investigation skills. Sound understanding of anti-corruption strategy and fraud prevention measures. Sound understanding of strategic plan and Annual Performance Plan.

DUTIES : Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Assist in the identification of operational and strategic risks. Develop risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate, and facilitate the use of the appropriate ERM methodologies, tools, and techniques. Work with individual Components and Units to establish, maintain, and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution and reporting of investigation assignments on both Main and Trading Account. Perform pre-audit checks on all documents. Manage and co-ordinate audit-related activities (internal and external). Conduct regular spot checks. Assist management with investigations into fraud, corruption, and theft in the Provincial office. Promote the culture of professionalism. People management (mentoring, ensuring on the job training and development and conduct appraisal and feedback).

ENQUIRIES : Ms. MZ Letloenyane Tel No: (051) 405 9240
APPLICATIONS : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION : Ms. Z Gwetyana

POST 14/33 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 130524/12**
 Branch: Provincial Operations: Limpopo
 Dir: Asset Management

SALARY : R444 036 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : A tertiary qualification in Supply Chain Management, Public Management or Finance at NQF level 7. Three (3) to five (5) years working experience in the area of Asset Management at supervisory level. The disclosure of a valid unexpired driver's license. Knowledge of the Public Finance Management Act (PFMA), Asset Management Framework and Treasury Regulations. Procurement Framework and other relevant legislation. Must be able to work on BAS and LOGIS systems. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Excellent Interpersonal relations.

DUTIES : Implementation of Asset Management Policies and Procedures in the Department. Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Review the existence of Finance Leases and report monthly

reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper interim and annual reporting and reconciliations. Quality assurance of asset management processes. Assessing the Performance of Officials in the unit (PMDS).

ENQUIRIES : Mr. M Ramaphakela Tel No: (015) 290 1206
APPLICATIONS : Limpopo (Polokwane): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor).
FOR ATTENTION : Mr HH Khoza Tel No: (015) 290 1222

POST 14/34 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 130524/13**
Branch: Provincial Operations: Eastern Cape
Dir: Corporate Support Services

SALARY : R444 036 per annum (Level 09)
CENTRE : King William's Town
REQUIREMENTS : A National Diploma of Degree in Public Administration. Three (3) to (5) five years' experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Knowledge in management of cleaning services contracts. Knowledge in telecommunication services. Departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Knowledge of implementing policies of PMDS. Organizational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Render efficient and effective telecommunication services. Ensure that telecommunication systems operate well in DWS. Ensure that there are effective telecommunication equipment for DWS. Ensure that the software utilized for telecommunication is updated accordingly. Implement control measures within switch board services. Do monthly reports. Ensure that communication system is updated in accordance with recent technology. Authorization of cellphone account for payment. Ensure that cellphone accounts are paid. Ensure that offices, entrances and prepare visual equipment. Ensure that water and other refreshments are available during meetings. Offices and boardrooms are clean. Ensure that mails are open and distributed to relevant officials. Modify existing programmes where applicable. Analyse skills development gaps. Ensure that registry office is well kept, and files are distributed to various officials who needs them. Correspondences distributed to relevant officials. Monitor the correspondences that are distributed to various officials. Implementation of policies. Analyse human development trends. Provide input policy amendment. Record system kept up to date all the time. Monitor the expenditure of the component. Do early warning systems. Give input of the budget for the component. Implementation of policies. Do monthly reports.

ENQUIRIES : Mr MP Zenzile Tel No: (043) 604 5528
APPLICATIONS : Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600.
FOR ATTENTION : Mr. MK Noah, 043 604 5323

POST 14/35 : **SENIOR STATE ACCOUNTANT REF NO: 130524/15**
Branch: Provincial Operations: Free State: Financial Management: Management Accounting

SALARY : R376 413 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma / Degree in Finance, Accounting or Economics. Three (3) to five (5) experience in cost management and financial management environment. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to analyse information, problem solving and lateral thinking skills. The ability to work cooperatively with colleagues and

stakeholders at all levels of authority but also to work independently and unsupervised; Sound understanding of accounting principles. Knowledge of the budgeting process, In-Year monitoring and reporting, BAS and LOGIS. Knowledge of the PFMA and National Treasury Regulations.

DUTIES : Provide support with regards to the planning and budgeting processes within the Department. Ensure effective implementation of the budget policy and assist in formulating norms and guidelines for all budgeting responsibilities. Provide advice on costing of projects and other budgeting processes. Capture Estimates of National Expenditure (ENE) budget on BAS, departmental adjustment estimates including submissions regarding shifting of funds as well as roll over funds. Analyse expenditure trends and deviations and provide report to management. Prepare monthly early warning reports and identify budget deviations and report the projected shortfalls. Assist with the re-allocation of funds and monitor movement of funds allocated within the budget after reprioritization. Confirm availability of funds regarding the requisitions of goods and services and payment of assets.

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

FOR ATTENTION : Ms. Z Gwetyana

POST 14/36 : **COMMUNITY DEVELOPMENT OFFICER REF NO: 130524/16**
Branch: Provincial Operations: Free State: Water and Sanitation Services
Support: Capacity Building

SALARY : R308 154 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma / Degree in Social Sciences: Community Development and or/ Development studies. The disclosure of a valid unexpired driver's license (candidates should be able to drive). Computer proficiency. One (1) to three (3) years' experience in the handling of projects and programmes including experience in the public service, stakeholder management and community development. Good communication, liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of the National Water Act 1998 and Water Services Act 1997. Willingness to travel extensively and work long hours.

DUTIES : The successful candidate will be responsible for the coordination and implementation of the Water and Sanitation Education Programme which includes the South African Youth Water Prize, Baswa Le Meetse, Project Intervention, Aqua Enduro, Public Speaking and Curriculum Support Programmes. Mobilize participation of stakeholders for the successful delivery of the programme at provincial level. Liaise with stakeholders. Support Local Government on issues of water and sanitation services. Compile and present the monthly progress reports. Attend and participate at national meetings and planning sessions. Be prepared to work occasionally over weekends and after hours.

ENQUIRIES : Ms. P Sobuwa Tel No: (051) 405 9000
APPLICATIONS : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION : Ms. Z Gwetyana

POST 14/37 : **CHIEF SECURITY OFFICER REF NO: 130524/17**
Branch: Provincial Operations: Free State: Corporate Services

SALARY : R308 154 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security

management. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, MPSS, Protection of Information Act, etc. Knowledge and experience of emergency procedures Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.

DUTIES

: Implement security policies in line with relevant acts and National directives as determined by National Bodies. Manage total security functions (Private Security Service Providers according to Service level agreement (SLA) t Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promotes safety awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the functions of the section. Ensures safety working environment. Implement security measures for the Department. Security policies implemented. Conduct risk analysis and security appraisals for National and Provincial Offices installations. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Distribution of emergency procedures and fire safety programmes. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Updated operational policy standards. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the Security inspection. Assists with the promotion of health and safety programmes. Co-ordinate security training. Implement Security Systems that will improve safety awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of security policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines. Manages the facilitation of best practice learning in the country. Attends to ad hoc queries pertaining to OH and Safety programmes from both internal and external clients. Administers HRM, HRD and EE plan reports and submissions. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management. Coordinate Security in events within the Province in accordance with The Safety at Sports and Recreational Events Act 2 of 2010 (SASREA). Coordinate Vetting of personnel and Service providers in the region.

**ENQUIRIES
APPLICATIONS**

: Mr R Claassen Tel No: (051) 405 9000
 : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION

: Ms. Z Gwetyana

POST 14/38

: **CHIEF SECURITY OFFICER REF NO: 130524/18**
Branch: Provincial Operations Office: Eastern Cape
Dir: Corporate Support Services

SALARY
CENTRE
REQUIREMENTS

: R308 154 per annum (Level 07)
: King William's Town
: A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. A valid 3 Firearms SAPS Competency Certificate(Annotate on CV). The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security management. Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.

DUTIES

: Implement security policies in line with relevant acts and National directives as determined by National Bodies. Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promotes safety awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the functions of the section. Security policies implemented. Conduct risk analysis and security appraisals for Provincial Offices installations. Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the safety inspection. Co-ordinate security training. Implement Security Systems that will improve safety awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of safety policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines. Manages the facilitation of best practice learning in the country. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management.

ENQUIRIES
APPLICATIONS

: Mr. MP Zenzile Tel No: (043) 604 5528
: Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION

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

POST 14/39

: **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 130524/19**
Branch: Provincial Operations: Western Cape
Dir: Support Services

SALARY
CENTRE

: R308 154 per annum (Level 07)
: Bellville

- REQUIREMENTS** : A Senior Certificate / Grade 12 certificate or relevant qualification. Three (3) to five (5) years relevant experience. The disclosure of a valid unexpired driver's license. Computer literacy (especially Excel). Basic knowledge of supply chain duties, practices as well as the ability to capture data. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Good communication skills. Knowledge of administrative and clerical procedures. Teamwork. Problem solving and analysis. People and diversity management. Client Orientation and Customer Focus. Accountability and ethical conduct. Good presentation skills.
- DUTIES** : Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Oversee the verification of the asset register. Bar-coding of assets. Perform monthly reconciliation for both assets and finance lease. Maintain and update the asset register (historic register, new additions and WIP register). Update movement of assets. Update the disposal and loss register monthly. Conduct bi-annual physical verification. Update inventory lists. Identify redundant, non-serviceable and obsolete asset items for disposal.
- ENQUIRIES APPLICATIONS** : Mr. MM Chaka Tel No: (021) 941 6076
Western Cape (Bellville): Please forward your application quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.
- FOR ATTENTION** : Mr. V Mzimba
- POST 14/40** : **HANDYMAN REF NO: 130524/20**
Branch: Provincial Operations: Free State: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
Bloemfontein
: ABET level 4. Zero(0) to six(6) months experience in electrical and plumbing, carpentry, and joinery. Certificate in Health and Safety. Computer literacy and skills in MS Office. Knowledge and experience in emergency procedures. Grade 12 will serve as an added advantage. Basic knowledge in controlling and managing general work and equipment. Basic knowledge in maintaining equipment. Basic knowledge in maintaining building structures. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Ability to use industrial woodwork machinery. Ability to operate electrical hand tools and machinery. Ability to operate machinery with low level of complexity. Ability to perform daily maintenance work inside the building. Ability to perform physical labour. Understanding and knowledge of health and safety. Ability to work independently and in a team. Good communication skills. Ability to plan ahead (pro-active) and comply with in-house systems and procedures. Ability to operate and use required tools and equipment skillfully and safely.
- DUTIES** : Maintenance of office building: Conduct regular building inspections and report defects that require attention of the landlord. Attend to minor electrical, plumbing and carpentry problems that requires the attention of the employer. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Maintenance of basic electrical wiring and installations. Movement of office furniture and equipment between offices. Carry out maintenance and repairs by painting, glazing and spray-painting whenever required. Identify and assist with the requisitioning of materials and parts. Safekeeping of maintenance tools and supplies. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding etc. Ensure that all tools and materials are available at all times. Maintain a safe and orderly working environment. Perform any other routine tasks. Report on the work done on monthly basis.
- ENQUIRIES APPLICATIONS** : Ms. M Maema Tel No: (051) 405 9000
Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
- FOR ATTENTION** : Ms. Z Gwetyana

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
(DEDEAT) in the Eastern Cape is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and / or at <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue, to: Milasande.ntebe@dedea.gov.za ; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be allowed.
- CLOSING DATE** : 13 May 2024
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a 24 months contract. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

- POST 14/41** : **CONTROL ENVIRONMENT OFFICER GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2024/04/01**
 (Re-Advertisement. Those who applied previously should re-apply)
- SALARY** : R580 551 – R664 095 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
- CENTRE** : Head Office

- REQUIREMENTS** : National Senior Certificate, BSc Hon / Degree (NQF level 8) or equivalent qualification in Environmental Science/ Management/ Natural Sciences/ Environmental Sustainability. Added advantage (any of the following): Registration with South African Council for Natural Scientific Professions, registered as a Professional Scientist 6 years post qualification experience of which a minimum of 3 years must be in climate science and technology related field. A valid driver's licence. The following skills, knowledge and attributes are required: Public Service Act, Public Service Regulations, PFMA, NEMA, NEMBA
- DUTIES** : Contribute to policy advice and research activities aligned with Climate Change including compliance with climate change legislation and obligations. Plan, coordinate and develop a network of support and mobilise key stakeholders in the field of Climate Change & environmental sustainability Provide expertise in areas of Climate Change adaptation focusing on both internal Departmental objectives as well as multi-sectoral perspectives throughout the Eastern Cape Raise awareness in the field of Climate Change Risk reduction, disaster response, early warning, recovery and livelihood support and participate in cooperative governance awareness Perform and manage administrative and related functions
- ENQUIRIES** : Mr. O. Desi at Tel No: 078 026 7383
E-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- NOTE** : Employment Equity target: Coloured Male, Person with disability.
- POST 14/42** : **ASSISTANT DIRECTOR: CONSUMER PROTECTION REF NO: DEDEAT/2024/04/02**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Alfred Nzo
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Consumer Protection/ Relevant Qualification. 3 years' experience at supervisory level. A valid driver's licence. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Eastern Cape Consumer Protection Act. Consumer Protection Act etc. Public Finance Management Act. Public Service Act Treasury Regulations. A valid driver's license.
- DUTIES** : Manage and direct the development and the implementation of a targeted district consumer awareness strategy. Manage and direct the provisioning of technical assistance to consumers to resolve complaints. Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. Supervise the allocated resources of the Division in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
- ENQUIRIES** : Mr. O. Desi at 078 026 7383
E-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- NOTE** : Employment Equity target: African Male
- POST 14/43** : **ENVIRONMENTAL OFFICER GRADE A: AIR AND WASTE MANAGEMENT REF NO: DEDEA/2024/04/03**
- SALARY** : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD).
CENTRE : Sarah Baartman Region
REQUIREMENTS : National Senior Certificate, Degree/diploma in Environmental Management or Natural Science fields. A valid drivers license The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality

- Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc.
- DUTIES** : Implementation of environmental policies, strategies, action plans and legislations. Integrated Waste Management Planning (IWMP) and Air Quality management. Contribute to the development, monitoring and implementation of Provincial IWMP, Hazardous waste plans and Air Quality plans. Implement EIA regulations and licensing in respect of disposal facilities. Enforcement and compliance in relation to permits, licenses and authorizations issued. Respond and attend to pollution incidents and complaints. Liaison with National, Provincial and Local Government on issues relating to environmental management (waste and air quality management). Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.
- ENQUIRIES** : Mr. O. Desi at Tel No: 078 026 7383
E-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- NOTE** : EE: Coloured/African Male, person with disability

INTERNSHIP PROGRAMMES 2024/25-2025/26 (24 MONTHS)

OTHER POSTS

- POST 14/44** : **INTERN: OFFICE OF THE HOD REF NO: DEDEAT/2024/04/04**
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Masters/ Honours in Economics (Econometrics; Statistics; Data Analysis)
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>.
- POST 14/45** : **INTERN: MANAGEMENT ACCOUNTING REF NO: DEDEAT/2024/04/05**
Directorate: Financial Management
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree / Diploma in Financial Accounting/ Cost and Management Accounting/ FIS/ Taxation/ Financial Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries eMail: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>
- POST 14/46** : **INTERN: SCM REF NO: DEDEAT/2024/04/06**
Directorate: Supply Chain Management
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in Contracts Management, Financial Accounting
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>
- POST 14/47** : **INTERN: FINANCIAL ACCOUNTING REF NO: DEDEAT/2024/04/07**
Chief Directorate: Financial Management
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in Financial Accounting/ Cost and Management Accounting/ FIS/ Taxation/ Financial Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : via e-Recruitment at <https://erecruitment.ecotp.gov.za>

POST 14/48 : **INTERN: REVENUE AND EXPENDITURE REF NO: DEDEAT/2024/04/08**
Directorate: Financial Management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/Diploma in Financial Accounting/Cost and Management Accounting/FIS/Taxation/Financial Management
ENQUIRIES : Mr M. Ntebe 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/49 : **INTERN: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: DEDEAT/2024/04/09**
Directorate: Strategic Management & Monitoring and Evaluation

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma (NQF L6) in Monitoring and Evaluation/ Public Administration or Management/ Strategic Management and or relevant qualification.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/50 : **INTERN: MANUFACTURING REF NO: DEDEAT/2024/04/10**
Chief Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Honours Degree/ Diploma in Economics/ Engineering/ Business Development and Science.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/51 : **INTERN: SUSTAINABLE ENERGY REF NO: DEDEAT/2024/04/11**
Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Science: Environmental Science/Geography/Geographic Information Systems, Chemistry or Engineering.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/52 : **INTERN: AGRO-PROCESSING REF NO: DEDEAT/2024/04/12**
Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Science: Agriculture Economics/ Degree in Agriculture
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/53 : **INTERN: TOURISM DEVELOPMENT REF NO: DEDEAT/2024/04/13**
Directorate: Tourism Management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/Diploma in Tourism Development/Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268

APPLICATIONS : For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/54 : **INTERN: HUMAN RESOURCE MANAGEMENT REF NO: DEDEAT/2024/04/14**
Directorate: HRM&D

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in HRM/Industrial Psychology
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/55 : **INTERN: ENVIRONMENTAL MANAGEMENT**
Directorate: Environmental Management

STIPEND : R7 142.00 per month
CENTRE : Regional Offices & Head office (Bhisho):
Head office (Bhisho) – (Climate Change Directorate) Ref No: DEDEAT/2024/04/15
Head office (Bhisho) – (Environmental Empowerment Services Directorate) Ref No: DEDEAT/2024/04/16
Joe Gqabi Ref No: DEDEAT/2024/04/17
OR Tambo Ref No: DEDEAT/2024/04/18
Sarah Baartman Ref No: DEDEAT/2024/04/19

REQUIREMENTS : Degree/Diploma in Environmental Science/ Management/ Natural Sciences/ Environmental Sustainability.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/56 : **INTERN: CONSUMER PROTECTION**
Directorate: Consumer Protection

STIPEND : R7 142.00 per month
CENTRE : Regional Offices:
Amathole Ref No: DEDEAT/2024/04/20
Sarah Baartman Ref No: DEDEAT/2024/04/21
Chris Hani Ref No: DEDEAT/2024/04/22
Joe Gqabi Ref No: DEDEAT/2024/04/23

REQUIREMENTS : Degree/ Diploma in LLB/ Bachelor of Laws/ Consumer Studies
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/57 : **INTERN: HUMAN RESOURCE MANAGEMENT REF NO: DEDEAT/2024/04/24**
Directorate: HRM&D

STIPEND : R7 142.00 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Degree/ Diploma in HRM/Industrial Psychology
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/58 : **INTERN: ECONOMIC DEVELOPMENT**
Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Regional Offices:

OR Tambo Ref No: DEDEAT/2024/04/25
Sarah Baartman Ref No: DEDEAT/2024/04/26
Maluti Ref No: DEDEAT/2024/04/27

REQUIREMENTS : Degree/ Diploma in Economics/ Business Studies
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>

DEPARTMENT OF EDUCATION

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE : 13 May 2024

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

(SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 14/59** : **DIRECTOR: SECONDARY CURRICULUM MANAGEMENT (SENIOR & FET PHASES GR 8 -12) REF NO: DOE-DSENCM01/04/2024**
Chief Directorate: Curriculum Management
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office Zwelitsha
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Education as recognised by SAQA. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025). Knowledge and understanding of the NCS/ CAPS, National Protocol for Assessment (NPA), Language Policy, White Paper 6 (Inclusive Education) and White Paper 7 (ICT Integration into Education). Must have strong communication, report writing, project management and leadership skills. Knowledge and understanding of the Curriculum and Assessment processes in the FET phase will be advantageous.
- DUTIES** : Provide strategic leadership and manage the implementation of the Curriculum Assessment Policy Statement (CAPS) and the NPA, NPPPR in the SENFET Phases i.e. (Grades 8 -12) in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the CAPS and Assessment in these grades. Ensure the development and provision of quality learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy. Plan for the promotion and improvement of Languages and Mathematics in the SEN-FET phases. Develop relevant intervention strategies to promote quality improvement in teaching, learning and assessment in all subjects Grades 8-12. Ensure the development of Subject Planners and Subject Advisors and ensure that they provide effective training and development to teachers within the Education Districts. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Ensure the effective implementation of all Assessment and Moderation processes. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.
- ENQUIRIES** : Ms G Koopman Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

<u>POST 14/60</u>	:	<p><u>DIRECTOR: EDUCATION DISTRICT OFFICE REF NO: DOE-DDAW02/04/2024</u></p> <p>Chief Directorate: District Coordination and Institutional Attainment Cluster B Programme: Institutional Operations Management</p>
<u>SALARY</u>	:	<p>R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Programme: Institutional Operations Management</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Amathole West</p> <p>An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.</p>
<u>DUTIES</u>	:	<p>Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit, and district data to inform planning. Ensure that District, Circuits, and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants, and cluster meetings.</p>
<u>ENQUIRIES</u>	:	<p>Mr A.M Mpupu Tel No: (047) 502 4272/4225 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za</p>
<u>NOTE</u>	:	<p>NB: Gender equity (Females) and people living with disability will be prioritized in filling this post.</p>

<u>POST 14/61</u>	:	<p><u>DIRECTOR: EDUCATION DISTRICT OFFICE REF NO: DOE-DDORTC03/04/2024</u></p> <p>Chief Directorate: District Coordination and Institutional Attainment Cluster A (Re-advertisement)</p>
<u>SALARY</u>	:	<p>R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Programme: Institutional Operations Management</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>OR Tambo Coastal</p> <p>An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.</p>
<u>DUTIES</u>	:	<p>Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit, and district data to inform planning. Ensure that District, Circuits, and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants, and cluster meetings.</p>
<u>ENQUIRIES</u>	:	<p>Mr TT Dyasi Tel No: (047) 502 4272/4225</p> <p>For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za</p>

- POST 14/62** : **DIRECTOR: COMMUNICATION & EVENTS MANAGEMENT REF NO: DOE-DIR-CE04/04/2024**
 Chief Directorate: Communication And Stakeholder Management
 (Re-advertisement)
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Zwelitsha
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Communication or Journalism or Public Relations from an accredited institution. A minimum of five (5) years' experience at middle or senior management level within government communication environment. Candidates must have completed the certificated for entry into the SMS. Candidates must have a sound knowledge, understanding of the Basic Education Sector, Government communications policies, programmes, and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; excellent writing and editing skills; excellent people management; planning, organising and project management and sound financial management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); and the ability to work accurately and independently during a pandemic. Candidates must also have sound interpersonal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates must be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management, and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership knowledge with proven knowledge and experience in managing personnel.
- DUTIES** : To act as the main spokesperson for the Eastern Cape Department of Education. Provide strategic advice to the MEC and HOD on research and analysis on matters of media relations and communication; Work in the advancement of the Department of Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilise new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Lead the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter. Plan and execute all events of the department. Co-ordinate the management of internal communication platforms (e.g., intranet, e-mail signatures, electronic and static notice boards, e-mail

broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and provide general strategic communications support to the Chief Director.

ENQUIRIES : Mr Mnqanqeni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/63 : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE-DIR-HRA 05/04/2024**
Chief Directorate: Human Resource Management and Development

SALARY : R 1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Zwelitsha
: An undergraduate bachelor's degree (NQF level 7) as recognized by SAQA in Human Resource Management / Public Management / Administration. 5 years middle management experience in a human resource management environment. Computer literacy. Valid driver's license. Candidates must have completed the certificated for entry into the SMS. Public Service Act. Public Service Regulations. Treasury Regulations. Public Finance Management Act. Labour Relations Act. Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Skills Development Act. Research and Policy development. PERSAL System. Objectives of the Public service management framework. Human resource matters. Research method. Projects management. Planning and organizing. Strategic planning. Analytical decision making. Ability to solve problems. Co-coordinating skills. Leadership and Presentation skills. Negotiation skills. Consultation and Interviewing skills. Service delivery. Computer literacy. Facilitation skills. People Management.

DUTIES : Oversee the employee provisioning services, Oversee the rendering of human resource conditions of service for the Head Office, coordinate all human resource related issues for the Department, Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. L Sidiya Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OTHER POSTS

POST 14/64 : **DEPUTY DIRECTOR: INTERNAL & EXTERNAL COMMUNICATION REF NO: DOE-DDCOM07/04/2024**
Directorate: Communication
(Re-advertisement)

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office - Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF Level 7 qualification in Communication or Journalism or Public Relations from an accredited institution. A minimum of five (5) years' experience at Assistant Director/junior management level (SL9/10) within government communication environment. Candidates must have a sound knowledge, understanding of the Basic Education Sector, Government communications policies, programmes, and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus;

excellent writing and editing skills; excellent people skills; planning organising and project management skills; sound financial skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); and the ability to work accurately and independently during a pandemic. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management, and administering tender procurement processes in accordance with the PFMA.

DUTIES

: To act as a spokesperson for the Eastern Cape Department of Education when needed. Support the Deputy Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilize new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate and implement intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Support the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualization, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate and implement the weekly publication of the Departmental Newsletter. Support the planning and executing of all events of the department. Facilitate and co-ordinate the management of internal communication platforms (e.g., intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Facilitate and co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and provide general communications support to the Deputy Director.

ENQUIRIES

: Mr Mnqanqeni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/65

: **DEPUTY DIRECTOR: ACCOUNTING REPORTING REF NO: DOE-DDFAAR08/04/2024**
Directorate: Accounting Services and Reporting
(Re-advertisement)

SALARY

: R849 702 – R1 000 908 per annum (Level 11), (all-inclusive salary package), Structured as Follows: Basic Salary – 70% Of Package; State Contribution to The Government Employee Pension Fund –13% Of Basic Salary. The Remaining Flexible Portion May Be Structured in Terms of The Applicable Remuneration Rules.

CENTRE REQUIREMENTS

: Head Office, Zwelitsha
: An appropriate recognised undergraduate NQF level 7 in Financial Management or Accounting as recognized by SAQA. Job Related Work Experience: 5 years' relevant experience of which 3 years' experience must be

at Assistant Director Level (SL9/10) credible and applicable experience in the auditing and/or compilation of financial statements in the Public Sector. Special requirements (Skills needed): Auditing skills, well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Good inter-personal relations. Audit knowledge, extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions, and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Departmental of strategic direction.

DUTIES : The successful incumbent will be responsible for the preparation of interim and annual financial statements, ensure adequate supporting documents, data, and credible accounting entries. Ensures financial statements are fairly presented. Assess compliance with financial regulations and financial reporting framework by testing the financial records, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position. Demonstrate in depth understanding of the Modified Cash Standards and the auditing standards in the Public Sector. Ensures all information required by legislation or regulations to be disclosed is disclosed in the financial statements. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and any operational issues that may impact the validity, accuracy, and completeness of the information to be presented in the financial statements of the Department. Able to manage the work force to ensure on time submission of financial statements.

ENQUIRIES : Mr. C. Nombembe Tel No: (040) 608 4200

POST 14/66 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE-DDCM09/04/2024**
Directorate: Contract Management Services

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : East London - Mandla Makapula Educational Institute
: An appropriate recognised undergraduate NQF level 7 qualification in Legal or SCM as recognised by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10) within Contract Management environment. The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Knowledge of policy development and implementation. Admission as an Attorney or Advocate will be an added advantage. Knowledge of Organizational and government structures. Knowledge of Government legislations. Knowledge of SCM regulations, practice notes, circular and policy frameworks. Knowledge of BBBEE Act 53 of 2003. Knowledge of contract management in the public sector environment and knowledge of PFMA and Treasury regulations. Experience in the management of major contracts and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake, and review the monitoring, analyses, and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review, and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right

conditions, right quality, and price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms. P Silolo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/67 : **DEPUTY DIRECTOR: LOGISTICS AND STORES MANAGEMENT REF NO: DOE-DDLOG10/04/2024**
Directorate: Logistics and Disposal Management

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office - Zwelitsha
An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. At least five years relevant experience of which three (3) years' experience must be at Assistant Director Level (SL9/10) in Supply Chain Management / Logistics Management environment. Must have a valid driver's license. Understanding of the basic education sector will be an added advantage. Competencies and Skills: Sound and in-depth knowledge of relevant prescripts: Public Service Finance Management Act, Treasury Instruction and Practice Notes, Guide to Accounting Officers in Supply Chain Management, Modified Cash Standards and People Management. Good communication skills (verbal and written), Excellent computer literacy with knowledge of the MS Office 365 suite preferably Excel, Projects, Power BI etc. Project Management skills. Knowledge of the Labour Relations Act, Basic Conditions of Employment Act and Public Service Regulations, South African Schools Act. Ability to work under immense pressure.

DUTIES : Manage inventories by ensuring that inventory items are recorded in the inventory registers and that supporting documentation is filed for audit purposes. Ensure inventory management policies and procedures are developed and implemented at head office, district, and all level in the Department. Provide on and off-site support to end users. Liaising with head office officials responsible for resourcing schools, district officials and circuit managers to check inventory levels for replenishment of school inventory items. Reconciling inventories register and managing the overall functions of deploying resources to school. Manage the processing of requisitions by monitoring processing of requisitions to ensure that they comply with legislation. Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements. Plan and oversee implementation of inventory verification and reconcile against the Inventory Register. Ensure misclassifications are cleared. Prepare and submit Monthly, Annual and Interim Financial Statements inputs. Handle Audit queries regarding inventory management. Quarterly review performance of staff within Inventory Management in line with the Human Resources Management guidelines.

ENQUIRIES : Mrs. Lupondwana Tel No: (040) 608 4479
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/68 : **DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT REF NO: DOE-DDDSCM11/04/2024**
Directorate: Supply Chain Management

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State

contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Chris Hani West
: An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.

DUTIES

: Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Mr Godlo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

<u>POST 14/69</u>	:	<u>DEPUTY DIRECTOR: FRAUD & ANTI-CORRUPTION REF NO: DOE-DDANTI12/04/2024</u> Directorate: Risk Management
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Zwelitsha An appropriate recognised undergraduate NQF 7 qualifications in Risk Management/Internal Auditing/Accounting/Economics as recognized by SAQA. Must have 5 years' relevant experience of which three years must have been at Assistant Director Level (SL9/10). Valid Code B Driver's licence. Intimate knowledge of the public sector and its regulatory and legislative framework. the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development. Fully computer literate in MS Office.
<u>DUTIES</u>	:	Manage the development of Fraud and Anti-corruption governance tools. Develop the departmental fraud and anti-corruption prevention policy and plan. Monitor the implementation of fraud and corruption prevention policy and plan. Develop and monitor the implementation of the departmental code of ethics. Provide support in the implementation of fraud and corruption prevention plan. Identify units with challenges in the implementation of the plan. Facilitate capacity building workshops. Monitor fraud and corruption in the Department. Conduct investigations on fraud and corruption perpetrated against the Department. Report on the management of fraud and corruption. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the sub-directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Sub-directorate's human resources. Direct the utilisation of technology in support of the Sub-directorate's business processes.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 14/70</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT (PMDS AND QMS) REF NO: DOE-DDPM13/04/2024</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Zwelitsha An appropriate recognised (3-year) undergraduate NQF 7 qualifications as recognized by SAQA in Human Resource Management/Public Management/Public Administration with 5 years' relevant experience of which three years must have been at Assistant Director Level (SL9/10) A valid driver's license. Skills: Project Management Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness Strategic

Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Monitor the implementation of PMDS & QMS Manage the development of tools to monitor and report on the implementation of PMDS & QMS in the Department. Ensures that the performance management system provides a framework for planning, managing, and developing employee performance in line with the Department's strategic objectives. Manage the analysis performance data and trends with a view to verify alignment thereof to the institutional performance and facilitate at a strategic level corrective action. Manage the implementation of and recognition and reward framework as well as the alignment between incentive awards and the budget. Provide secretariat support services to the central moderating structures. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

ENQUIRIES : Ms Sidiya Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: sanet.nieuwenhuys@ecdoe.gov.za / Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/71 : **DEPUTY DIRECTOR: DISTRICT HR ADMINISTRATION AND PLANNING**
REF NO: DOE-DDHRA&P14/01/2024
Directorate: Human Resource Administration & Planning

SALARY : R849 702 – R1 000 908 per annum (Level 11), (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 : Chris Hani West
REQUIREMENTS : An appropriate recognised (3-year) undergraduate NQF level 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES : In consultation with Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Control and oversee and recruitment procedures. Conduct reference check to potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Develop, improve, interpret, and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate

departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ENQUIRIES

: Mr Godlo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/72

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE-DDFM&P15/04/2024**
Directorate: Financial Management

SALARY

: R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Amathole East
: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. Competency Requirements: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

DUTIES

: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates.

Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Mrs Tolom Tel No: (040) 401 7800
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/73

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE-DDFM&P16/04/2024**
Directorate: Financial Management

SALARY

: R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Nelson Mandela Bay District
: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. Competency Requirements: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

DUTIES

: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and

development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Mr Gorgonzola Tel No: (041) 360 4477
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/74 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID17/04/2024**
Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Chris Hani West
MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/75 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID17/04/2024**

Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (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 : Joe Gqabi

REQUIREMENTS : MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/76 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID18/04/2024**

Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (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 : Chris Hani East

REQUIREMENTS : MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of

foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/77 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID19/04/2024**
Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (an-all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : OR Tambo Inland
MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning

programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/78 : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: DOE-SLAO06/04/2024**
Directorate: Legal Services
(Re-advertisement)

SALARY : R556 356 – R1 314 666 per annum, (inclusive package), OSD. 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. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Head Office - Zwelitsha
: A SAQA recognised LLB degree. At least 8 years' appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. At least three years' demonstrable experience in education law. At least two years' demonstrable experience in contracts management and SCM processes. Demonstrable knowledge of all legislation relevant to the education sector. At least two years' supervisory experience. A post graduate qualification and Public Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential. Knowledge of Education Sector will be added advantage.

DUTIES : To render legal advisory services to the Department of Education (Eastern Cape Province) related to legal and policy compliance, legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise, and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically, and efficiently manage the monetary, physical, and human resources allocated to the Unit.

ENQUIRIES : Ms S Naidoo Tel No: (043) 702 7459
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/79 : **ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DOE-ADFAAR20/04/2024**
Directorate: Management Accounting
(Re-advertisement)

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate recognised undergraduate NQF level 7 Qualification in Accounting/Financial Management as recognized by SAQA. Relevant experience in a financial accounting environment plus preparation of financial

statements will be added advantage. A postgraduate degree will be an added advantage. Five (05) years working experience in Supply Chain Management or Finance related field, of which three (03) years must be at supervisory level (salary level 7/8). Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g., Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations. Working knowledge of the transversal systems (BAS, PERSAL and LOGIS). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadlines.

DUTIES : Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and notes. Provide guidance in compilation of inputs to AFS/IFS to District offices and relevant units. Review working files to be reasonably assured that supporting documents are in place to support disclosed transactions. Compilation and submission of Annual and Interim Financial Statements to the relevant authorities. Attending audit queries.

ENQUIRIES : Mr. C. Nombembe Tel No: (040) 608 4415
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/80 : **ASSISTANT DIRECTOR: GOVERNANCE, FRAUD, LOSS, AND AUDIT MANAGEMENT REF NO: DOE-ADICU21/04/2024**
Directorate: Internal Control
(Re-advertisement)

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate recognised undergraduate NQF level 7 Qualification in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts, Internal Control Management Practices.

DUTIES : Establish an integrated internal control systems (including review of all financial policies and procedure documents); Manage the delegations framework for the Department; Manage the appointment of programme and responsibility managers; Manage the consolidation of all systems description formulation and review; Manage the collation of specimen signatures for programme and responsibility managers; Manage the Departmental governance frameworks; Manage the Financial and Financial Related Systems Control framework; Fraud/unethical behaviour prevention framework development and review; Manage the implementation of Policy and Control development and implementation in-line with New Treasury Regulations, SCM requirements and HRM legislation; Management of System Documentation. Provincial support and monitoring of Districts; Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness; Resolve problems of motivation and control with minimum guidance from manager; Delegate functions to staff based on individual potential; Provide the necessary guidance and support and afford adequate training and development opportunities to staff; Ensure timeous development and implementation of work plans and personal development plans (PDPs) for all subordinates; Manage daily employee performance and

- ensure timely performance assessments of all subordinates; Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Ms. N Gqoli Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/81** : **ASSISTANT DIRECTOR: COMMUNICATION (INTERNAL & EXTERNAL COMMUNICATION) REF NO: DOE-ADSM22/04/2024**
Directorate: Communication and Events Management
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office - Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Communication Science/ Marketing/ Public Relation/ Media Studies or Journalism as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post graduate degree in the above will be an added advantage Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spoke person for Department of Education in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the Department of Employment and Labour at Provincial level (monthly). Manage Department of Employment and Labour internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).
- ENQUIRIES** : Ms N Mgijima Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/82** : **ASSISTANT DIRECTOR: DISTRICT DEMAND AND ACQUISITION SERVICES REF NO: DOE-ADDAS23/04/2024**
Directorate: Supply Chain Management
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Alfred Nzo West
: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and

DUTIES

Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

: Implement Demand Management Policies and Procedures in The District Office Promote Sound Implementation of Demand Management Practices Monitor. The Demand Management Activities Monitor Effectiveness of Departmental Policies with regards to Acquisition Management. Development of Annual Procurement Plan for the District Office. Develop Goods & Services of specifications. Conduct Research with Information from Departmental Procurement Plan. Determine whether specifications should contain any special conditions. Compile Tender / Quotation Specifications. Request for proposal as required. Determine whether specification for the relevant commodity exists. If not collect information and compile specification / terms of reference. Ensure functioning of the bid specification, quotations committee and render a secretariat service to the relevant Committees. Provide acquisition management services: Monitor the acquisition management activities by ensuring compliance to SCM Prescripts. Manage the setup of the bid specification, bid evaluation, bid adjudication, quotations committee and disposal committees and render a secretariat service to the relevant committees. Manage bidding process in the district office. Facilitate the compilation of bid documents and advertisements. Monitor the process of receipt (Closing and Opening) of bid documents in the district. Process bid documents by Ensuring that all bid documents are complete. Manage the sourcing of bids from the database according to the threshold values determined by National Treasury. Manage the compilation of the list of prospective suppliers. Manage the development of terms of reference. To invite service providers for an expression of interest. Receive, evaluate, and adjudicate expressions of interest. Manage compilation and development supplier's database. Manage the allocated resources of the sub-directorate. In line with legislative and departmental policy, directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Mr. Mbangeni Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/83

: **ASSISTANT DIRECTOR – DISTRICT DEMAND AND ACQUISITION SERVICES REF NO: DOE-ADDAS24/04/2024**
Directorate: Supply Chain Management
(Re-advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)
: Joe Gqabi
: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and

DUTIES

Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

: Implement Demand Management Policies and Procedures in The District Office Promote Sound Implementation of Demand Management Practices Monitor. The Demand Management Activities Monitor Effectiveness of Departmental Policies with regards to Acquisition Management. Development of Annual Procurement Plan for the District Office. Develop Goods & Services of specifications. Conduct Research with Information from Departmental Procurement Plan. Determine whether specifications should contain any special conditions. Compile Tender / Quotation Specifications. Request for proposal as required. Determine whether specification for the relevant commodity exists. If not collect information and compile specification / terms of reference. Ensure functioning of the bid specification, quotations committee and render a secretariat service to the relevant Committees. Provide acquisition management services: Monitor the acquisition management activities by ensuring compliance to SCM Prescripts. Manage the setup of the bid specification, bid evaluation, bid adjudication, quotations committee and disposal committees and render a secretariat service to the relevant committees. Manage bidding process in the district office. Facilitate the compilation of bid documents and advertisements. Monitor the process of receipt (Closing and Opening) of bid documents in the district. Process bid documents by Ensuring that all bid documents are complete. Manage the sourcing of bids from the database according to the threshold values determined by National Treasury. Manage the compilation of the list of prospective suppliers. Manage the development of terms of reference. To invite service providers for an expression of interest. Receive, evaluate, and adjudicate expressions of interest. Manage compilation and development supplier's database. Manage the allocated resources of the sub-directorate. In line with legislative and departmental policy, directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Dr Mceleli Tel No: (051) 611 1380/6110064
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/84

: **ASSISTANT DIRECTOR: ICT REF NO: DOE-ADICT25/04/2024**
Directorate: Information Communication Technology

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Computer Science, Information Systems as recognized by SAQA. Five (5) years' experience as a Cyber Security Specialist or similar role. Hands-on experience in analysing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES

: Determine security violations and inefficiencies by conducting periodic audits. Upgrade our network and infrastructure systems. Implement and maintain security controls. Identify and solve potential and actual security problems. Assess the current situation, evaluating trends and anticipating security requirements. Keep users informed by preparing performance reports, communicating system status. Maintain quality service by following organization standards. Maintain technical knowledge by attending educational

workshops. Contribute to team effort by accomplishing related results as needed. Ensure that cyber security projects meet objectives across our organization. They are responsible for various tasks, including process re-engineering and documentation of activities related to this area. A Cyber Security Specialist's responsibilities include using their skills to detect insecure features and malicious activities within our networks and infrastructure. They will implement customized application security assessments for client-based asset risk, corporate policy compliance as well as conduct vulnerability assessment. They should have an advanced understanding of TCP/IP, common networking ports and protocols, traffic flow, system administration, OSI model, defense-in-depth, and common security elements. The specialist's focus is not only limited to assessing whether vulnerabilities exist but also how those risks could be mitigated which can help provide organizations with more confidence about system stability going forward. Ultimately, you will work to ensure the security of our business information, employee data and client information throughout our entire network.

ENQUIRIES : Mr Cele Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/85 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: DOE-ADPA26/04/2024**
Directorate: Physical Resource Management - Physical Resource Planning & Property Management
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Head Office– Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Real Estate or Property Management as recognised by SAQA. Must be computer literacy. Five years' experience of which three experience post qualification must be at supervisory level (level 7/8). PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES : Land Affairs and Immovable Asset Register. Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train

Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES : Mr. Monare Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/86 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DOE-ADRM27/04/2024**
Directorate: Risk Management

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6, preferable NQF 7 in Risk Management/Internal Auditing/Accounting/Economics as recognised by SAQA. A minimum with 5 years' experience of which three years must have been at supervisory level (SL 7/8). Computer literacy. A valid driver's license. Intimate knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements, public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Knowledge of Education Sector will be added advantage.

DUTIES : Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies, and instruments. Coordinate and assist with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies, and processes. Coordinate processes to monitor and review the effectiveness of DOE's risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implementation of DOE's enterprise-wide risk management framework. Develop and implement DOE's Risk Management Plan. Evaluate and define the macro internal and external (organisational) context of DOE's operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritising the Internal and external risks. establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the

- section's human resources. Direct the utilisation of technology in support of the section's business processes.
- ENQUIRIES** : Mr. Addae Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/87** : **ASSISTANT DIRECTOR: HRIS POLICY & RESEARCH REF NO: ADRM28/04/2024**
Directorate: Human Resource Planning & Information Systems
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF 6, preferable NQF 7 in Human Resource Management/Public Management/Public Administration as recognised by SAQA. A minimum with 5 years' experience of which three years must have been at supervisory level SL 7/8). Computer literacy. A valid driver's license. Knowledge of the Education Sector will be added advantage.
- DUTIES** : Develop and facilitate the implementation of relevant HR Information System in Dept. Facilitate the application of HR Information Systems. Manage and monitor the utilization of relevant HR Information Systems components. To analyse HR related data. Facilitate establishment and effective utilization of HR management Database at Head Office and Districts. The rendering of advisory services to department on HR Information matters, including the supply and demand of HR in line with the strategic plan of the department. Provide support to management with regards to HR related matters.
- ENQUIRIES** : Mr. Meiring Tel No: (043) 735 1820
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/88** : **ASSISTANT DIRECTOR: DISTRICT HR PLANNING REF NO: DOE-ADDHRAP29/04/2024**
Directorate: Human Resources
- SALARY CENTRES REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Joe Gqabi
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide human resource management systems administration and compliance services. Co-ordinate and administer PPN allocation process within the district. Co-ordinate person to post matching process. Provide PERSAL district coordination support services. Generate PERSAL management reports, initiate corrective action and report thereof. Monitor PERSAL suspense account transactions, initiate corrective action thereof. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support, co-ordination services. Provide support to recruitment processes.
- ENQUIRIES** : Ms Masiza Tel No: (051) 611 1380/611 0064
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/89 : **ASSISTANT DIRECTOR: STATUTORY AUDIT REF NO: DOE-ADCC30/04/2024**
Directorate: Internal Audit

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF 6 preferable NQF 7 in accounting/ Commerce/ Auditing as recognised by SAQA. Professional Internal Audit Certification- PIA as an added advantage. A minimum of 5 years relevant experience of which 3 years must be at supervisory level (salary level 7/8) and a valid driver's license. Reasonable experience in computer applications in the office management Including MS Word, Excel, PowerPoint, and Outlook. Knowledge and application of Batho Pele Principles. Ability to work independently, well developed interpersonal communication (both verbal and written) skills. Knowledge of Education Sector will be added advantage.

DUTIES : Conduct special and statutory audits. Implement the departmental strategic, operational, and statutory performance audit plans in accordance with acceptable audit standards and stipulated timeframes. Provide statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide support in the preparation of report findings to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. To provide support in the development, implementation and maintaining of statutory audit methodology for the Department. Analyse the DOE operational environment and develop tailor made audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the internal auditing function and its role to assist line managers to continuously improve service delivery and value for money aspects. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

ENQUIRIES : Ms. Madolo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/90 : **ASSISTANT DIRECTOR: ASSET & DISPOSAL MANAGEMENT REF NO: DOE-ADRM31/04/2024**
Directorate: Logistics and Disposal Management

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF Level 7 qualification in Supply Chain Management/Financial Management/ Financial Information Systems as recognised by SAQA. A postgraduate degree will be an added advantage. Five (05) years working experience in Supply Chain Management or Finance related field, of which three (03) years must be at supervisory level (salary level 7/8). Knowledge of the PFMA, GRAP, Accounting Framework for Departments, Asset Management Framework and Treasury Regulations, Modified Cash Standards. Practical knowledge of the LOGIS system. Excellent computer literacy with knowledge of the MS Office 365 suite preferably Excel, Projects, Power BI etc. Demonstrate leadership/ interpersonal relationship and asset management skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team and good communication skills. Must have a valid driver's license. Knowledge of the Education Sector will be added advantage.

- DUTIES** : Assist in the implementation, advocacy and monitoring of the provincial Movable Asset Management policies and guidelines. Implementation of new legislative requirements pertaining to movable asset reporting. Roll-out policies and guidelines. Oversee and provide support to 12 education districts, 4 teacher institutes and other departmental offices on management of assets. Maintenance of asset registers. Conduct monthly expenditure reconciliations. Reconcile BAS and LOGIS with the Asset Register monthly. Update Asset Registers for Additions. Assist on preparing AFS for interim and final audit for both internal and external Auditors. Develop Action Plans and clear audit queries. Maintain audit records for asset transactions. Update Asset Registers for disposals, transfers, losses, finance leases etc. Retiring of all losses and disposed assets in the register. Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Ensure misclassifications are cleared. Ensure proper annual reporting and reconciliations. Assist in the establishment and functioning of Asset Disposal and Loss Committees. Manage stakeholder relationships. Oversee the administrative functions of the unit. Perform people management functions. Manage Projects. Ensure the achievement of operational targets. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
- ENQUIRIES** : Ms. P Silolo Tel No: (040) 608 4479
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/91** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DOE-ADDS33/04/2024**
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/ Commerce/ Auditing as recognized by SAQA. Professional Internal Audit Certification- PIA as an added advantage. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Registration with the relevant council or professional body A post degree qualification in the above will be an added advantage. Intimate knowledge of the public sector and its regulatory and legislative framework. the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law, the public sector financial management regulatory framework; and control and reporting requirements, public sector management reporting requirements, Diversity Management, Basic knowledge of corporate services functions. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide performance audit services on the performance of departmental programmes. Provide support in the development and implementation of the departmental strategic, operational and engagement performance audit plans in accordance with acceptable audit standards and stipulated timeframes. Provide performance auditing services and make value added recommendations to enhance the overall performance of the organisation. Report findings to the Audit Committee. Analyse the implementation risks and implement performance audit engagements accordingly. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DOE's internal audit governance structures. Provide support in the development, implementation, and maintenance a performance audit methodology for the Department Analyse the DOE operational environment and develop tailor made performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the performance auditing function and its role to assist line managers to continuously improve service delivery and value for money

aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

ENQUIRIES : Ms Madolo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/92 : **ASSISTANT DIRECTOR: DEBT AND REVENUE SERVICES REF NO: DOE-ADDS34/04/2024**
Directorate: Debt and Revenue Services

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: (BAS). Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES : Monitor sundry payments and compile monthly reports. Reconcile sundry payments and report monthly. Facilitate inter-departmental claims. Administer infrastructure and LTSM payments. Implement bank rejections. Facilitate and monitor the sections audit intervention plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr Nombembe Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/93 : **ASSISTANT DIRECTOR: PSA EMPLOYEE RELATIONS REF NO: ADDS35/04/2024**
Directorate: PSA Employee Relations and Performance Management

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Sarah Baartman
REQUIREMENTS : Three-year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Coordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

- DUTIES** : Finalise all grievances and complaints received from employees in the Department, Process and finalize all misconduct cases in the Department, Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration, Develop and manage the information and records of all activities in the Employment Relation, Coordinate the finalization of all disciplinary cases in the Department and manage resources of the section.
- ENQUIRIES** : Mr De Bruyn Tel No: (042) 471 2131
- POST 14/94** : **WORK STUDY OFFICER – ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DOE-ADSP36/04/2024**
Directorate: Organisation Development
- SALARY** : R376 413 - R443 403 per annum (Level 08)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Operations Management/ Business Analysis/ Organizational Development as recognized by SAQA. Certificate in Management Sciences/ Organisation & Development Certificate may serve as an advantage. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide Administrative support in developing and maintaining organizational and post establishment in line with imperatives set by the strategic plan. Provide Administrative support in the coordination of job evaluation services, change management process. Provide admin assistance in the business process management service. Perform administrative and related functions.
- ENQUIRIES** : Mr M. Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/95** : **PERSONNEL PRACTITIONER: HRP REF NO: DOE-PP37/04/2024**
Component: Human Resources Management
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Nelson Mandela Bay - Gqeberha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 NQF 7 in Human Resource Management/Labour Law as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide district PERSAL control services. Provide HR management Information services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management report, initiate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Gorgonzola Tel No: (041) 360 4477
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

- POST 14/96** : **PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: DOE-PAO37/04/2024**
 Directorate: Logistical Management and Auxiliary Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Alfred Nzo West
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Mbangeni Tel No: (039) 256 0111
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/97** : **PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: PAO38/04/2024**
 Directorate: Logistical Management and Auxiliary Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Mabece Tel No: (040) 760 0383
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/98** : **PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: DOE-PAI39/04/2024**
 Directorate: Logistical Management and Auxiliary Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective

- communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Gorgonzola Tel No: (041) 360 4477
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/99** : **ADMINISTRATION OFFICER REF NO: DOE-AO40/04/2024**
Directorate: Examination and Assessment
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/Public Administration/Business Management as recognised by SAQA with at least 3-5 years relevant experience. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Handle the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.
- ENQUIRIES** : Mr Tolom Tel No: (047) 491 1070
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/100** : **ADMIN OFFICER: CIRCUIT SUPPORT REF NO: DOE-AO41/04/2024**
Directorate: Circuit Admin Support
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/Public Administration/Business Management as recognised by SAQA with at least 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide maintenance and administrative support to the circuit. Coordinate data collection from schools for the circuit. Provide secretariate support to circuit governance structure. Provide administrative support on examination and assessment service for the circuit.
- ENQUIRIES** : Mr Mabece Tel No: (040) 760 0383
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

- POST 14/101** : **DISTRICT STATE ACCOUNTANT REF NO: DOE-DSS42/04/2024**
Unit: Expenditure Management
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
- DUTIES** : Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.
- ENQUIRIES** : Mr De Bruyn Tel No: (042) 471 2131
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za/
anele.rululu@ecdoe.gov.za
- POST 14/102** : **DISTRICT STATE ACCOUNTANT REF NO: DOE-DSS43/04/2024**
Unit: Expenditure Management
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : OR Tambo Inland
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
- DUTIES** : Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to

internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

ENQUIRIES : Ms. Makrweide Tel No: (047) 134 1178
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

POST 14/103 : **ADMINISTRATIVE CLERK REF NO: DOE-AC44/04/2024**
Unit: Examinations And Assessments

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Joe Gqabi
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

ENQUIRIES : Dr Mceleli Tel No: (051) 611 1380/6110064
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

POST 14/104 : **ADMINISTRATIVE CLERK REF NO: DOE-AC45/04/2024**
Directorate: Circuit Admin Support

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo West
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

ENQUIRIES : Mr Mbangeni Tel No: (039) 256 0594

For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

- POST 14/105** : **ADMINISTRATIVE CLERK REF NO: DOE-AC46/04/2024**
Directorate: Asset & Stores Management
- SALARY** : R216 417 – R242 928 per annum (Level 05)
CENTRE : Sarah Baartman
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Mr De Bruyn Tel No: (042) 471 2131
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za
- POST 14/106** : **ADMINISTRATIVE CLERK REF NO: DOE-AC47/04/2024**
Directorate: Circuit Admin Support
- SALARY** : R216 417 – R242 928 per annum (Level 05)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
- DUTIES** : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of

office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr Gorgonzola Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/107 : **ADMINISTRATIVE CLERK REF NO: DOE-AC48/04/2024**
Directorate: Asset & Stores Management

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo East
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. Khuzwayo Tel No: (039) 251 0279/2510063
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za/ anele.rululu@ecdoe.gov.za

POST 14/108 : **ADMINISTRATIVE CLERK RE NO: DOE-AC49/04/2024**
Directorate: Auxiliary Services

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo West
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr Mbangeni Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/109 : **ADMINISTRATIVE CLERK REF NO: DOE-AC50/04/2024**
Directorate: Circuit Admin Support

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo West
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr Mbangeni Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

- POST 14/110** : **HR CLERKS REF NO: DOE-HRC51/04/2024 (X2 POSTS)**
 Directorate: HRA Conditions of Service
- SALARY CENTRE REQUIREMENTS** : R216 417 – R242 928 per annum (Level 05)
 : Head Office – Zwelitsha
 : A grade 12 certificate with no experience required. Must be computer literate. Knowledge and understanding of records management and archives policies, procedures, and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy, and attention to detail.
- DUTIES** : Facilitation and capturing of documents. Dealing with resignations, terminations and retirement files. Safe keeping of documents and correspondence. Monitoring and support visit to districts. Identification of problem cases and escalation to relevant officials; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.
- ENQUIRIES** : Ms. Pendrigh Tel No: (040) 608 4200
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za
[/anele.rululu@ecdoe.gov](mailto:anele.rululu@ecdoe.gov).

DEPARTMENT OF HEALTH

- APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the DOH EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)
Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Mnquma Sub-district** - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel no: 047 491 0740.
- Sunday's Valley Hospital** - Post to: Human Resource Office, Sunday's Valley Hospital, P.O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel: 042 2300 406/432/567.
- Oliver & Adeliade Tambo Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni; Tel No. 039 251 0236
- Humansdorp Hospital** - Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel no 042 200 4279/236.
- Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348
- Sarah Baartman District Office** - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509
- Buffalo City Metro** - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: RecruitmentHeadOffice@echealth.gov.zaPZ Meyer TB Hospital - Post to; HR Office, PO Box 1154, Humansdorp, 6300 or hand deliver to: HR

Office, Humansdorp Hospital, Johnston Street, Humansdorp, 6300. Enquiries: Dr Mboya Majola Tel no – 042 291 2072.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. ZP Tyalana – Tel no: 051 633 9631.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Enquiries: Ms V. Motebele Tel no 047 498 0026.

SS Gida Hospital - Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Tel no 040 658 0043

Fort Beaufort Hospital - Post to Fort Beaufort Hospital. No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr. Zethu Tel: 046 645 1111 or hand delivery: No 6 Bell Street, Fort Beaufort 5720, Enquiries: Tel no: 046 645 1111/12/13/14

Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr. Praitel Tel no 0397976070.

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr. EF Madaka Tel: 039 255 0077

Mt Ayliff Hospital - Post to: P/Bag X504, Mt Ayliff Hospital, 4735 or hand delivery to: No.8 Ntsizwa Street Mount Ayliff 4735 Enquires: Mrs. O Mjoka Tel: 039 254 0236.

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

Bedford Hospital – Post to: HR Office, Bedford Hospital, PO Box 111, Bedford, 5780 or hand delivery to: HR Office, Bedford Hospital, 4 Maitland Street, Bedford, 5780. Enquiries: Mr S Matandela Tel no 046 685 0043/0361

Madwaleni Hospital - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel no: 047 573 8900/1/2.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms T Nqumashe Tel 047 502 9000

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Andries Vosloo Hospital - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

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. Enquiries: Ms Calaza Tel no: 047 502 4469.

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booï Tel no 043 683 1313

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Nompumelelo Hospital - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver:Nompumelelo Hospital, Grahamstown Road, Peddie 5640, Enquiries: Ms. NG Tsako Tel no: 040 673 3321

Raymond Mhlaba Sub District - Post to: P.O. Box 967, Fort Beaufort, 5720 or Hand Delivery Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720: Enquiries: Ms NA Mcetywa Tel no 046 645 2695

SS Gida Hospital - Post to: Human Resource Office, S.S. Gida hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040-658 0043.

Madwaleni Hospital- Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Jansenville Hospital - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

Lililtha Nursing College - Post to: Human Resource Section, Lilitha Nursing College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha Nursing College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms S Diva Tel no 046 602 5046.

Amahlati Sub-district - Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel no: 043 643 4775/6.

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntlabi -047 553 0585

Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel no 047 555 0151.

Winterberg Hospital - Post to: HR Office, Winterberg Hospital, Alice Road, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel no 046 645 1142.

Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr. J. Fonya – Tel no: 051 611 0259/078 530 7136.

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

Dora Nginza Hospital: Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver

to:Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr. M Nozaza – Tel no: 039 253 5012.

Fort England Psychiatric Hospital - Post to: HD Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown,6139 or Hand delivery to: HR Office Fort England Psychiatric Hospital, York Road, Grahamstown, 6139. Enquiries: Ms Nazo Tel: 046 602 2300.

Tower Psychiatric Hospital - Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs. V Whitecross Tel no 046 645 5008

Frontier Regional Hospital - Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

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

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739

CLOSING DATE
NOTE

: 13 May 2024
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected

to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department of Health reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

<u>POST 14/111</u>	:	<u>DIRECTOR: EPIDEMIOLOGY, RESEARCH & SURVEILLANCE REF NO: ECHEALTH/DIR-ERS/HO/ARP/01/04/2024</u>
<u>SALARY</u>	:	R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
<u>CENTRE</u>	:	Head Office, Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in health or medical sciences with specialisation in Epidemiology and Biostatistics/Statistics, Health Research (NQF 7). Post basic qualification in Master of Science (MSc) or Master of Public Health (MPH), in both specialising in Epidemiology and Biostatistics will serve as an added advantage. A record of training from the institution the degree was obtained will be required to ascertain the areas of specialisation and the degree level 5 years' experience at a middle managerial level experience in the areas of epidemiology, health research, public health surveillance and communicable diseases outbreak response teams. Extensive experience in the use computer packages software's like SPSS, Stata, Epi6, Epi2000/2, Map Info & others. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to health regulations and health diplomacy. Must be able to contribute to the paradigm shift in public health for health service delivery and universal access. Must be proficient in the following competencies and skills sets: Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management. Commitment to epidemiology and research training and practice. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A valid South African driver's license. Computer literacy certificate.
<u>DUTIES</u>	:	To manage and coordinate implementation of a range of epidemiology, disease surveillance and research programmes in the province. Manage and coordinate the epidemiological Surveillance of Notifiable Medical Conditions.

Conduct Communicable Disease Control functions in the province. Develop policies, protocols and guidelines for public health. Monitor diseases trends for rapid response and containment. Facilitate and undertake research and epidemiology projects within the department. Implement Integrated Disease surveillance and Response (IDSR) in the province. Manage and coordinate the activities of Provincial Health Research Committee (PHRC). Ensure research is conducted within the National Health Act (2003) framework and complies with ethical conduct. Assist the department in conducting programmes evaluations. Lead epidemiology and research partnerships and collaborations with developmental partners, health public entities local and international universities. Facilitate the establishment of the departmental Epidemiology Bulletin quarterly. Manage and coordinate financial management, human resources management and human resource development, supply chain and asset management. Coordinate strategic and operational planning of the directorate and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management. Manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES : Prof S Moko Tel No: (040) 608 1289
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/112 : **DISTRICT MANAGER REF NO: ECHEALTH/DM/JGDO/ARP/02/04/2024**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in a health-related field or an equivalent qualification coupled with 5 years' experience at a middle managerial level experience in District Health Services. A sound understanding of the functioning of the Public Services Health System is required. Knowledge of the service delivery turn around and change management strategies will be an added advantage. Computer literacy and valid drives licence .Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: 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 Service, Communication, Honesty and Integrity. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A valid driver's licence.

DUTIES : Strategic planning and coordination of health services in institutions falling under the district. Provide leadership and support to institutions within the district. The candidate will be responsible for monitoring the implementation of health services policies, standard operating procedures and protocols within the district. Liaise with Sub-District Managers and hospitals in managing institutions in the district. Participate in the integrated and development planning for the effective District Health Plans. Coordinate, analyse and improve the reporting system of the district. Ensure efficient financial management in compliance with PFMA and efficient Human Resource Management within the District.

ENQUIRIES : Mr PZ Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/113 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DIR-HRM/JGDO/ARP/03/04/2024**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a

middle managerial level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: 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 Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Guide and direct rendering of human resource administration services: Provision of HR Planning and HR Information systems. Provision of HR Administration services. Guide and direct rendering of HRD and Employee Wellness services: Provision of HR Development services. Manage and monitor coordination of training of health workers. Provision of Employee Wellness services. Guide and direct rendering of Employee Relations services: Monitor administration of grievances and disciplinary processes. Monitor the rendering of technical advisory services i.r.o employee relations. Guide and direct rendering of general administration and security services: Provision of office administration services. Coordination and monitoring of security services. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr PZ Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

OTHER POSTS

POST 14/114 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DDHR/ORTDM/ARP/04/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : OR Tambo, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management /Public Administration or relevant qualification with 5 years' experience in the field of which three years is at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In dept. knowledge of all relevant Acts, Policies, Regulations and White paper in Humana Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedure) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision making, communication, planning and leadership skills. Conflict management Computer literacy. A valid driver's licence Records management, Budgeting and Financial management, Communication and information, People management, project management, managing interpersonal conflict and resolving problems, Diversity management, planning and organizing, impact and influence, team leadership, applied Strategic thinking. Skills Managerial skill, Leadership skills, Communication skills, Sense of responsibility decision making skills, Computer literacy functioning in a multi-disciplinary team.

DUTIES : Develop and implement HR Plans Manage recruitment and selection services Manage HR Records management and reporting, manage leave and related matters, Manage resource Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations baseline plans such as: Sub directorate operational plan HR

Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans- check supply and supply and demand and draw allocation schedules. Compile selection and recruitment plan .Coordination of unit operations or programmes .Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustment. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, workforce planning (HR Plan & EE Plan), Leave Administration, Remuneration & Service benefits, staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles work plans and conducting of personnel performance reviews. responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwanted behavior/conduct in the workplace. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the workforce.

ENQUIRIES : Ms T Nqumashe Tel No: (047) 502 9000

POST 14/115 : **DEPUTY DIRECTOR: FINANCE REF NO: ECHEALTH/DD-FIN/JGDOO/ARP/05/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in the field of Finance/Accounting as recognized by SAQA. A postgraduate qualification (NQF Level 8) will serve as an added advantage coupled with 5 years' experience in a financial environment of which Three (3) years must be at Assistant Director's level in Public Sector (Finance). Knowledge and understanding of financial management as implemented in the Public Sector and within the context of budgeting and spending. Knowledge and understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership program and project management. People management and empowerment. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debt management. Support and co-ordinate provision of financial accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and legislative prescripts. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Attend to Audit queries (Internal and External) and develop an Audit Improvement Plan for the District. Provide support and guidance on financial matters within the district. Render advocacy on financial issues through outreach within the district services. Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure that reasonable high discipline, and staff morale is maintained. Ensure that regulations /procedures

and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits.

ENQUIRIES : Mr. PZ Tyalana Tel No: (051) 633 9631

POST 14/116 : **DEPUTY DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/DD-FRD/HO/ARP/06/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Legal Studies/Forensic Auditing/Fraud and anti-corruption or relevant qualification with 5 years' experience in the anti-corruption field or Senior certificate with ten years working experience in anti-corruption field. A certified Fraud Examiner with 3 years at Assistant Directors level in the anti-corruption field. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation, and motivational skills. Must possess a valid driver's licence and willing to travel. Skills and competencies: Strategies capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal loyalty and courteous.

DUTIES : Monitor, analyse and report on business processes. Monitor operational and annual performances plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption, and mal administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify, and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. provide comprehensive and formalised training to assist in highlighting the ethics. Develop and oversee the implementation of integrity management strategy, policy, and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.

ENQUIRIES : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/117 : **DEPUTY DIRECTOR: DISTRICT DEVELOPMENT (PRIMARY HEALTH CARE) REF NO: ECHEALTH/DD-PHC/HO/ARP/7/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Health Sciences (NQF Level 7) as recognized by SAQA coupled 5 years' experience in the District Health System Platform management of which 3 years is at Assistant Director Level. A Post Graduate qualification in Health Management will serve as an added advantage. The candidate should be computer literate and in possession of a valid driver's license. Strong communication, coordination, leadership, and team building skills. Knowledge of DHS policy implementation issues – Primary Health Care Service Delivery Platform planning, development, and monitoring. District Health Planning, District Health Expenditure District health information systems, Integrated Development Planning, Inter-Governmental Relations, financial management, problem solving, National Health Act of 2003, National Development Plan and Public Finance Management Act of 1999. The candidate must be willing to work

- long and abnormal hours and travel extensively across the province and the country.
- DUTIES** : Coordinate, facilitate and monitor functioning of Primary Healthcare Service Delivery Platform fixed and non-fixed facilities (Clinics and community health Centres) for the delivery of a full Primary Health Care package. Coordinate integrated planning, implementation, monitoring and evaluation of Primary Health Care System Strengthening and Quality Improvement Modalities including the Ideal Health Facility Realization and Maintenance Program, to ensure compliance with the office of Health Standards (OHSC) towards NHI. Coordinate and facilitate efficient Mobile Clinic Service to improve access to health service by communities with poor access towards Universal HealthCare (UHC). Coordinate, facilitate and monitor implementation of an integrated comprehensive Primary Health Care Service Package through integrated Primary Health Care Supervision program. Facilitate coordination of input from the Development Partners, NGOs and Private Partnerships that are supporting District Health System Strengthening, to maximise output and collaboration.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/118** : **DEPUTY DIRECTOR: HIV/AIDS & STI REF NO: ECHEALTH/DDHAS/DO/ARP/8/04/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
: Sarah Baartman, District Office
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA in Nursing or Public health that allows registration with South African Nursing Council (SANC) coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's license.
- DUTIES** : Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment

initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Monitor implementation of the policies related to HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities. Ensure social dialogue for proper policy implementation. Drive reasonable accommodation for HIV and COVID-19. Manage Human and Legal Rights; and Access to Justice.

ENQUIRIES : Mr MC Mjindi Tel No: (041) 408 5823
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/119 : **ASSISTANT DIRECTOR: ACQUISITION REF NO: ECHEALTH/ASD-SCM/ORTDO/ARP/09/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : OR Tambo, District Office
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in field of Logistics, Supply Chain Management or equivalent qualification in the related field coupled with 5 years' experience in supply chain management of which 3 years is at Supervisory level (SL7/8). Computer skills, strong communication skills at all levels, both oral and writing; excellent report writing skills, strong managerial skills, client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS), Treasury Regulations. Central Supplier Database, The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations. Knowledge of procurement and business practices. Ability to develop, interpret and apply policies, strategies and legislation. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Liaise with ASD: Demand Management and end-users in coordinating the district's Demand and Procurement Plan. Ensure that the district procure needs in line with Demand and procurement plan. Liaise with end-users and supplier's/service providers on request for goods and services. Ensure administration of procurement (from specification/terms of reference approval to publication of awards) is in line with applicable legislations. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Prepare bid documents in terms of approved specifications/terms of references; publish invitations to bids; receiving and opening of bid documents; coordinate bid committee meetings; and preparing and publishing awards. Liaise all stakeholders regarding procurement requirements (i.e. end-users, supplier's/service providers, other government institutions). Ensure adherence to the timeframes as indicated in the process flow by divisions. Ensure a proper record management for both

- quotes and bids proceedings. Advise the on different method of procurement and any other procurement related query. Prepare and submit weekly, monthly and quarterly reports to relevant stakeholders. Supervision of subordinates.
- ENQUIRIES** : Ms T Nqumashe Tel No: (047) 502 9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/120** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/MH/ARP/10/04/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Amathole, Madwaleni Hospital
: National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management /Administration coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- DUTIES** : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
- ENQUIRIES** : Mr Fenguza Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/121** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-AD./MEMS/ARP/11/04/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Mount Ayliff EMS
: National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Public Management /Administration /Human Resource Management /Finance /Supply Chain Management coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Must have a working knowledge of PERSAL, BAS and LOGIS. Knowledge of Public Services Act, Labour Relations Act and the Public Finance Management Act (PFMA). Must have a good knowledge of the OSD policy relating to emergency care personnel. Must have a good knowledge of Supply Chain Management processes, policies and procedures. Good communication and interpersonal skills. Knowledge of all prescripts and/or policies relevant to the administration of EMS. Must be computer literate, especially in the use of Microsoft Office. A valid driver's License.
- DUTIES** : Manage and administer staff records pertaining to attendances, leave, salaries, overtime and related PERSAL issues. Prepare annual budget and procurement plan in line with policies, i.e. EC 4.1, EC 5.1 and Procurement Plan. Monitor management of staff records, especially relating to PILLIR, Leave Gratuities, Pensions, Accruals, PMDS, Overtime And other salary related issues. Manage and maintain a database of disciplinary matters and the outcomes thereof.

Report on a monthly basis expenditure trend within the allocated budget. Manage the asset register of the institution and report timeously to the EMS District manager for submission to the Directorate: EMS. Ensure that stock taking reports are generated and forwarded to the District Manager for timeous submission to the Directorate: EMS. Management of the District Stores and SCM Unit in line with policy and procedures. Assist with the enforcement of a fair labour environment. Management of district logistics and provide fleet support. Provide support for the procurement of good and services related to the EMS day to day activities. Support the EMS District Manager with implementation of the EMS Regulations.

ENQUIRIES : Mr. Praim Tel No: (039) 797 6070
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/122 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/NH/ARP/12/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amathole, Nompumelelo Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management/Administration coupled with 5 years' experience at which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Ms. NG Tsako Tel No: (040) 673 3321
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/123 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/SH/ARP/ 13/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management/Administration coupled with 5 years' experience of which 3 years is at supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave

management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Ms P Booï Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/124 : **ASSISTANT DIRECTOR: INFORMATION REF NO:**
ECHEALTH/ASDI/ASD/ARP/14/04/2024

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amahlathi Sub District Office
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA as recognized by SAQA in Information Science/ Information studies, Health Informatics or relevant qualification coupled with 5 years' experience of which 3 years is at supervisory level (SL7/8) in the collection, preparation, analysis, interpretation, utilization of data and management of information. Competencies. Have an insight of the District Health Information System. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g promotion of access to information act (PAIR), statistics Act (Act 6 of 1999) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good Communication skills. Computer literate and ability to utilize Microsoft Office applications. A valid driver's license.

DUTIES : Responsible for developing a shared vision and effective strategy to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the district. Responsible for ensuring efficient and effective use of resources in the provision of good local communities. In collaboration with the Manager: Administration, drive the implementation of the DHIS standing Operational Procedures, in an iterative manner, to progressively improve the quality and timely available of DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Co-ordinate data collection efforts of partner organisations, such that all is centrally available to the district and beyond. Ensure full access to data stored on third- party system, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the production of report at, or dissemination of reports to, facility level. Train facility operational managers on the interpretation and use of reports. Visit facilities on rotational basis to monitor data quality and use of information for decision-making. Collate requirements for additional/ modified reports, and forward to Provincial/ National Department. Represent the District at all for a dealing with data gathering or information use. Produce monthly and quarterly report of strategic information for DHMT. Directly, or through the Manager: M&E (as applicable), plan and execute regular and ad hoc M&E activities. Prepare annual budget for activities not funded via normal channels, and additional equipment, if required. Responsible for allocated fixed assets.

ENQUIRES : Ms B Mngxe Tel No: (043) 643 4775/6

For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/125 : **ASSISTANT DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/AD-FR/HO/ARP/15/04/2024 (X2 POSTS)**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : Bachelor's Degree or National Diploma with Accounting/Forensic investigations/Auditing/Police administration/Law coupled with 5 years' experience in the forensic investigation field of which 3 years is at supervisory level (SL7/8). Certified Fraud Examiners will be an added advantage. Project Management or supervisory experience. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Service, understanding of forensic investigation techniques, tools and processes, Job related skills: Communication (written and verbal). Interviewing Analytical and problem-solving ability, staff and interpersonal relations, project management, computer literacy, investigation. A valid driver's licence.

DUTIES : Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the preliminary investigation planning, execution the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the investigation planning deliverables of all the allocated projects within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated project within approved timelines. report on the allocated Annual Forensic Investigation case register projects within the approved timelines. Compile report to the Deputy Director on status of the allocated projects on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the Directorate's status of the Annual Forensic investigation case register projects on a bi-weekly basis. Perform the allocated Annual Forensic investigation case register projects closure and post investigation tasks within approved timelines. Compile the project closure deliveries of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regard when required.

ENQUIRIES : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/126 : **ASSISTANT DIRECTOR: MEDIA LAISON REF NO: ECHEALTH/AD-ML/BHO/ARP/16/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized in Communication/ Public Relations/Journalism or equivalent qualification. Five (5) work experience in media or communications environment of which Three (3) must be at supervisory level (SL7/8). Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organizational planning, good writing skills, knowledge of social media, strong organizational and problem-solving skills. Language proficiency. Excellent computer literary and use of standard software packages. Ability to work under pressure. Irregular hours, travel and work outside office. A valid driver's license.

DUTIES : Implementing media engagement plans, identifying relevant media platforms to profile the department. Drafting of newspaper articles, media alerts, compiling of media clipping packs (printed and preparing it for approval) assist in facilitating media briefings, procurement of media advertising. Successful candidate will work and report directly to the official Provincial Spokesperson of the department.

ENQUIRIES : Ms K.Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/127 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ECHEALTH/AD-EW/NMAH/ARP/17/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : OR Tambo, Nelson Mandela Academic Hospital
REQUIREMENTS : National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized by SAQA in Social work, Psychology or relevant qualification coupled with 5 years' experience in Employee Wellness of which at least must be at supervisory level (SL7/8). Communication Skills, Computer Skills, presentation and report writing skills. Computer literacy A Valid Driver's License.

DUTIES : Facilitate, coordinate and support implementation of EWP policies, plans and programs. To Facilitate the provision of professional assistance to employees whose Personal, work related challenges may have potential of provision of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in Conducting research in hazards that may have a potential of causing risks in the workplace and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in Management of HIV/AIDS & TB in the workplace. Coordinate Wellness activities. Coordinate Disability Activities. Assist in Coordinating Occupational health and Safety. Coordinate Health Calendar Events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).

ENQUIRIES : Ms N Calaza Tel No: (047) 502 4469
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/128 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/MH/ARP/18/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Sarah Baartman, Midland Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Health Sciences coupled with 5 years' post-basic experience in Quality Assurance of which 3 years must be at supervisory level (SL 7/8). Accredited course in quality assurance would be advantageous. Knowledge of Public Service Act, DHS, Health Act and PFMA. Skills and competencies: Strategic thinking, Planning and organising, Problem-solving and analytical skills, writing skills, Presentation skills, Effective time management, Conflict management, Professional ethics, Listening skills, Interpersonal skills, Teamwork, Mentoring and coaching skills.

DUTIES : Develop a shared vision and effective strategies to implement the vision. Responsible for providing technical and administrative leadership in quality assurance at all levels. Provide guidance on issues of governance including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the hospital. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Respond to the burden of disease within the hospital by providing holistic comprehensive, preventive, promotive, curative, rehabilitative services through an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Improve quality of services through ensuring compliance with all domains of the National Core Standards in the hospital. This includes monitoring and evaluation of services and use of health information for effective planning. Key functions include: Coordinating activities of PPTICRM, Monitoring dashboard indicators, Use of health information for planning. Management of relevant staff. Prepare annual budget for quality assurance activities within the hospital. Manage allocated budget. Administration function directed towards the identification, evaluation, and

correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the hospital.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/129 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/MH/ARP/19/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Alfred, Madzikane Ka Zulu Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Health Sciences coupled with 5 years' post-basic experience in Quality Assurance of which 3 years must be at supervisory level (SL 7/8). Accredited course in quality assurance would be advantageous. Knowledge of Public Service Act, DHS, Health Act and PFMA. Skills and competencies: Strategic thinking, Planning and organising, Problem-solving and analytical skills, writing skills, Presentation skills, Effective time management, Conflict management, Professional ethics, Listening skills, Interpersonal skills, Teamwork, Mentoring and coaching skills.

DUTIES : Develop a shared vision and effective strategies to implement the vision. Responsible for providing technical and administrative leadership in quality assurance at all levels. Provide guidance on issues of governance including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the hospital. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Respond to the burden of disease within the hospital by providing holistic comprehensive, preventive, promotive, curative, rehabilitative services through an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Improve quality of services through ensuring compliance with all domains of the National Core Standards in the hospital. This includes monitoring and evaluation of services and use of health information for effective planning. Key functions include: Coordinating activities of PPTICRM, Monitoring dashboard indicators, Use of health information for planning. Management of relevant staff. Prepare annual budget for quality assurance activities within the hospital. Manage allocated budget. Administration function directed towards the identification, evaluation, and correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the hospital.

ENQUIRIES : Mr. Sigola Tel No: (039) 255 8200/11/12
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/130 : **OFFICE MANAGER: CHIEF DIRECTOR: STRATEGIC PLANNING UNIT REF NO: ECHEALTH/OM SPU/HO/ARP/20/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/Office Management/Social Sciences qualification with 5 years' relevant experience in planning, monitoring & evaluation, health information, research & epidemiology environment. The candidate must also have practical exposure and experience in working as a senior administration officer or Personal Assistant at a directorate/cluster level (SL7/8). Excellent understanding of records management. Knowledge of interpreting and implementing of Government Prescripts, Legislative Framework, Policies and Public Service Regulations. Ability of practical approach and of working independently. Understanding of the mandate of the Cluster: Strategy and Organizational Performance (SOP). Coordination, organising and project

- management skills. Good people or public relations skills. Ability to write reports and keep records, computer (word, PowerPoint & excel) skills. Valid driver's license.
- DUTIES** : Provide strategic leadership and plays an oversight role in the activities of the Chief Directors' office (CD). Manage and coordinate administrative activities or tasks. Provide guidance and ensure uniform application of all regulations and delegations relating to submissions to the CD's office. Manage and coordinate cluster diary and the year planner. Manage, organise, distribute, and track correspondence of the CD's office. Organise the CD's office environment and maintain the filing system. Coordinate annual stakeholder meeting for the office of the CD. Ensure safety and security of confidential documentation of the department. Respond and manage correspondence / invitations on behalf of the CD. Monitor effective utilisation of human, financial and physical resource in the office. Manage and coordinate procurement, tracking of payments, budgetary processes, and consolidation of the IYM variance reporting of the cluster. Coordinate planning, leave management and general office administration of the CD's office. Coordinate and consolidate all reporting requirements of the cluster. Take lead in the organisation of the cluster events, meetings and other statutory bodies gatherings and any other duties as may be assigned from time to time by CD.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/131** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-AD/JG-EH/ARP/21/04/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management /Administration coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- DUTIES** : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
- ENQUIRIES** : Tyalana Tel No: (051) 633 9631
- POST 14/132** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/ASD-FIN/JG/EH/ARP/22/04/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, A National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with Five (5) years' of which Three (3) years must be in a

supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid driver's license.

DUTIES : Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136.

POST 14/133 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD-HRM/JG/EH/ARP/23/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 5(five) years' experience in Human Resource management /Administration of which 3 years must be at supervisory level (SL7/8). Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.

DUTIES : Overall management of Human Resources general administration. Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/134 : **HUMAN RESOURCE DEVELOPMENT PRACTITONER REF NO: ECHEALTH/HRDP/CMH/ARP/24/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource Development/Public Administration or relevant qualification coupled with 1-2 years' experience in the field. Knowledge of relevant Human Resource Development Prescripts (Public Service Act and regulations, Skills Development Act, Skills Levy Act, PFMA). Knowledge and understanding of HRD practices and procedures. Competencies: Good communication skills, interpersonal skills, problem solving, project management, presentation skills, planning, organizing and facilitation skills. Computer literate. A valid driver's license.

DUTIES : Coordinate and implement training and development in the hospital. Coordinate training of employees in line with skills development plan in addressing employee training needs. Coordinate costing of identified training programmes against allocated budget. Monitor and evaluate the impact of training provided by obtaining feedback from trainees and immediate supervisors. Facilitate the implementation of learnership/internship/work integrated learning programmes aimed at assisting unemployed youth to gain work experience. Facilitate the orientation and induction programmes for new learners and interns. Facilitate the exit strategy of interns. Provide administrative support services. Draft memos inviting/requesting participants to attend training. Coordinate and implement staff induction and orientation.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 14/135 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/ARP/SS//25/04/2024 (X1 POST)**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, SS Gida Hospital
REQUIREMENTS : NATIONAL Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources processes. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms N Malimani Tel No: (040) 658 0043
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 14/136 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/MH/ARP/26/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Madwalweni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. Fenguzo Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/137 : **COMMUNITY LIAISON OFFICER REF NO: ECHEALTH/CLO/HUMS/ARP/27/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Health Promotion or equivalent qualification with 1-2 years' experience in health promotion. A Valid Driver's License. Experience working with communities and/or local organizations/forums on awareness raising, prevention programmes, mobilisation and/or community strengthening and familiar with a community-based approach. Fluency in local language. Adaptable and able to work in a multicultural/disciplinary team.

DUTIES : Coordinate activities on different topics in support of the Community Health Services activities; including Health Promotion on Maternal Neonatal and Child Health, Communicable Diseases – TB/HIV/STI's/Covid 19, Non-Communicable Diseases – Hypertension, Diabetes, Asthma and Mental Health and WBPHCOT. Participate in intersectoral collaboration committees, stakeholder engagement and Ward Base Outbreak Response Teams. Align Health Promotion plans and related activities through an annual project and budget plan (objectives, target population, campaigns, messages, activities, etc.) Analyse and understand local behavior and/or practices to adapt health activities to the target group (support social mapping, use of specific tools to measure and follow up activities). Adapt IEC materials according to the needs of the community. Liaise with other relevant stakeholders to enhance HP interventions in the sub district. Compile and submit all expected reports on due time and any other lawful report which may be requested from time to time.

ENQUIRIES : Ms G Kivedo Tel No: (042) 200 4279/236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/138 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/SH/ARP/28\04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)

CENTRE REQUIREMENTS : Amathole, Stutterheim Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Ms P Booie Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/139 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/TF/ARP/29/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Tafalofefe Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Ms V. Motebele Tel No: (047) 498 0026.
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/140 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/BH/ARP30/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Bedford hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Mr S Matandela Tel No: (046) 685 0043/0361
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/141 : **FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/SH/ARP/31/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

DUTIES : Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

ENQUIRIES : Ms P Booi Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/142 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/SSH/LSO/ARP/32/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, SS Gida Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF level 6 as recognized by SAQA in Commerce/Supply Chain Management /Procurement/Logistics or any other related field/ Public Administration/Public Management / Business Management/ with at least 1-2 years' experience in a procurement, asset management or logistics environment. Knowledge and

		skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organising skills, Decision Making skills and Problem-Solving skills. People Management skills, good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail. Responsibilities. Valid Driver's License.
<u>DUTIES</u>	:	Requisitioning, receipting, and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Draft memorandum requesting replenished and submit to Director: Supply Chain & Asset Management for approval. Assist in drafting of a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stocktaking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms N Malimani Tel No: (040) 658 0043 For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 14/143</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO:</u> <u>ECHEALTH/LSO/MH/ARP/33/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole, Madwalweni Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Mr. Fenguza Tel No: (047) 573 8900/1/2 For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 14/144</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO:</u> <u>ECHEALTH/LSC/VH/ARP/34/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole, Victoria Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury

- Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.
- DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
- ENQUIRIES** : Ms L Mangesi Tel No: (040) 653 1141
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/145** : **ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPAT/MH/ARP/35/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Madwaleni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid License.
- DUTIES** : To provide an effective, efficient and comprehensive patient registration inclusive of HMS2. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff, client information clerks and messengers. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.
- ENQUIRIES** : Mr. Fenguza Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/146** : **EMPLOYEE WELLNESS PRACTITIONER REF NO: ECHEALTH/WELLNESS PRACT/JG/ARP/36/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : District Office – Joe Gqabi
REQUIREMENTS : Grade 12/ Senior Certificate, Degree/Diploma in Social Sciences/Social Work or National Diploma in Employee Wellness. A minimum of 3-5 years' experience in relevant field. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of Public Sector, Sound knowledge in Employee Wellness, Knowledge in developing guidelines and standards, Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILIR, Stress Management. Knowledge of National, Provincial and Departmental policies, prescripts and legislation. Good communication skills (Internal and External) and conflict management skills, Good interpersonal relations and ability to deal with all levels of management. Problem solving, presentation skills, time

- management. Computer Literacy and policy development skills, Report writing skills and facilitation skills. Be able to maintain high level of confidentiality.
- DUTIES** : To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme, provide an assessment, referral, intervention and appropriate, counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and promotion of Employee Wellness Programme within institution. Ensure implementation of special programmes such as HCT, Financial wellness that is retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. Co-ordinate sport activities for staff at the facility.
- ENQUIRIES** : Mr Tyalana at 083 378 1182
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/147** : **HUMAN RESOURCE PRACTIONER (SERVICE BENEFITS) REF NO: ECHEALTH/HRPS/ARP /37/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Tyalana at 083 378 1182
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/148** : **HR PRACTITIONER: RECRUITMENT SELECTION REF NO: ECHEALTH/HRP/JG/ARP/38/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management.

Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/149 : **ADMINISTRATION OFFICER REF NO: ECHEALTH/ADO/JG-EH/ARP/39/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/150 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/JG/EH/ARP/40/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources processes. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and

ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/151 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/HUMSH/ARP/41/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Sarah Baartman, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms T. Mpitimpiti Tel No: (041) 408 8509
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 14/152 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ANTBH/ARP/42/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo, Taylor Bequest Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS. pack and store ward linen. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguard of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

ENQUIRIES : Mr. EF Madaka Tel No: (039) 255 0077
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 14/153 : **REGISTRY CLERK REF NO: ECHEALTH/RC/JG/EH/ARP/43/04/2024 (X2 POSTS)**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes.

DUTIES : Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.
 : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/154 : **SWITCHBOARD OPERATOR: REF NO:**
ECHEALTH/SB/SH/ARP/44/04/2024

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

DUTIES : Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES : Ms P Booi Tel No: (043) 683 1313/9000
 For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/155 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/MCHC/ARP/45/04/2023 (X4 POSTS)

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo, Meje CHC
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr. Praim Tel No: (039) 797 6070/9000
 For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/156 : **ADMINISTRATION CLERK (PATIENT ADMIN) REF NO: ECHEALTH/AC/MID/ARP/46/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Sarah Baartman, Midlands Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy.

DUTIES : Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/157 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/JG/ARP/47/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Enquiries: Mr Tyalana at 083 378 1182

POST 14/158 : **REGISTRY CLERK REF NO: ECHEALTH/RC/JG/ARP/48/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the

remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
Mr Tyalana at 083 378 1182

ENQUIRIES

POST 14/159

HUMAN RESOURCE CLERK (BENEFITS) REF NO: ECHEALTH/HRC/JG/EH/ARP/50/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
Joe Gqabi, Empilisweni Hospital
National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES

Preform various duties related to Human Resource Administration. Leave, Housing, Medical Aid, Service Terminations, Long Service recognition, Transfers, Pension and other allowance. Capturing leaves and do leave audits. Capturing overtime, leave forms etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of skills development and coordination of training matters. Basic knowledge and Procedure on incapacity Leave and ill-health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Operate office machines in relation to the registry functions. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.

ENQUIRIES

Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/160

HUMAN RESOURCE CLERK (RECRUITMENT) REF NO: ECHEALTH/HRC/JG/EH/ARP/51/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
Joe Gqabi, Empilisweni Hospital
National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES

Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES

Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/161

ACCOUNTING CLERK REF NO: ECHEALTH/AC/JG/EH/ARP/52/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
Joe Gqabi District, Empilisweni Hospital
National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/162 : **FINANCE CLERK (REVENUE) REF NO: ECHEALTH/FC/JG/ARP/53/04/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Joe Ggabi, District Office
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631

POST 14/163 : **ADMINISTRATION CLERK (PROCUREMENT) REF NO: ECHEALTH/AC/JG/ARP/54/04/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Joe Ggabi, District Office
: National Senior Certificate /NQF Level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationships. Sound knowledge of government prescripts e.g Constitution, Labour relations, Promotion of access of information, Public Service Act. Problem- solving skills and good analytic skills. General computer skills such as MS word, Excel.MS office suite and outlook. Demonstrate competency, professionally. Accountable and with credibility ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES : Obtain written quotes from suppliers. Complete the requisition form (VA2) sign it and have it approved by an authorized signatory in terms of departmental delegations. Commit the expenditure on BECS. Submit all documents to budget system to confirm availability of funds and have expenditure approved on-line. BECS by the relevant person. Record documents in the VA register. (Req date, demand number, supplier, amount date of submission to stores, order number). Submit documents to stores to generate an order NB Copies of the VA2 and quote must be retained. On receipt of the order, fax a copy to the supplier.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631

POST 14/164 : **CLIENT INFORMATION CLERK REF NO:**
ECHEALTH/CIC/JG/EH/ARP/55/04/2024 (X2 POSTS)

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.
DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.
ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136.

POST 14/165 : **DATA CAPTURER REF NO: ECHEALTH/DC/VH/ARP/56/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/166 : **DATA CAPTURER REF NO: ECHEALTH/DC/VH/ARP/57/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register

and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/167 : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/ VH/ARP/58/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

DUTIES : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty roosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/168 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HS/SH/ARP/59/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Alfred Nzo, Sipepetu Hospital
REQUIREMENTS : NQF Level 3(Grade 10)/ABET level 4 with 3–5 years' experience. Knowledge of general work, housekeeping and cleaning services. Good communication and report writing skills. Problem solving skills. Flexibility and team work. Ability to manage interpersonal conflicts, resolve problem. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of occupational Health and safety policies.

DUTIES : Supervise and provide cleaning services: Develop work schedules and allocation lists. (Duty rooster). Guide the provision of general work in the all designated areas in the ward such as ward bed-side, doctor's room, change rooms, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/169 : **CLEARNER SUPERVISOR REF NO: ECHEALTH/CS/JG/EH/ARP/61/04/2024 (X4 POSTS)**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

ENQUIRIES : Mr T Marenene Tel No: 049 836 0086

POST 14/170 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/JG/EH/ARP/62/04/2024 (X4 POSTS)**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District, Emphilisweni Hospital
REQUIREMENTS : National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/171 : **CLEANER SUPERVISOR REF NO: ECHEALTH/CS/JG/EH/ARP/70/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Emphilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet.

Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

- ENQUIRIES** : Mr T Marenene Tel No: 049 836 0086
- POST 14/172** : **DRIVER REF NO: ECHEALTH/DRV/VH/ARP/60/04/2024**
- SALARY** : R155 148 – R182 757 per annum (Level 03)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's license and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
- DUTIES** : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.
- ENQUIRIES** : Ms B Mbekeni Tel no: 040 653 1141. RecruitmentHeadOffice@ehealth.gov.za
- POST 14/173** : **PORTER REF NO: ECHEALTH/POR/MCHC/ARP/63/04/20**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
CENTRE : Alfred Nzo, Meje CHC
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
- ENQUIRIES** : Mr. Praim Tel No: (039) 797 6070

- POST 14/174** : **CLEANER REF NO: ECHEALTH/CL/MECHC/ARP/64/04/2024 (X6 POSTS)**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Alfred Nzo, Meje CHC
- REQUIREMENTS** : ABET or Grade 10. Grade 12 will be advantageous. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution Periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
- ENQUIRIES** : Mr. Praim Tel No: (039) 797 6070
- POST 14/175** : **MESSANGER REF NO: ECHEALTH/MES/MECHC/ARP/65/04/2024**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Alfred Nzo, Meje CHC
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
- DUTIES** : Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
- ENQUIRIES** : Mr. Praim Tel No: (039) 797 6070
- POST 14/176** : **PORTER REF NO: ECHEALTH/POR/JG/ARP/66/04/2024**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Joe Gqabi, Empilisweni Hospital
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safekeeping of equipment.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/177 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/JG/ARP/67/04/2024 (X4 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/178 : **OPERATOR REF NO: ECHEALTH/OP/EH/ARP/68/04/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, weekends and public holidays. Relevant experience with driver's license will be an added advantage.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/179 : **MORTUARY ATTENDANT REF NO: ECHEALTH/MA/JG/EH/ARP/69/04/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

ENQUIRIES : Mr J Fonya Tel no: 051 611 0259/078 530 7136

POST 14/180 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/JG/EH/ARP/71/04/2024 (X5 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi District Office, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/181 : **LAUNDRY WORKER REF NO: ECHEALTH/LW/JG/EH/ARP/72/04/2024 (X5 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/182 : **MESSENGER REF NO: ECHEALTH/MES/JG/EH/ARP/73/04/2024 (X2 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation,

- Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
- DUTIES** : Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
- ENQUIRIES** : Mr J Fonya Tel No: (051) 611 0259/078
- POST 14/183** : **PORTER REF NO: ECHEALTH/POR/JG/ARP/74/04/2024**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Joe Gqabi, Empilisweni Hospital
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safekeeping of equipment.
- ENQUIRIES** : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.
- FOR ATTENTION** : Ms T. Nkonyile OR Ms. O. Mjali
- CLOSING DATE** : 13 May 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested

documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

ENQUIRIES : Theliswa Nkonyile Tel No: 083 8755 707/ / Ms. O Mjali 060 5808 917. E-Recruitment Enquiries: Theliswa.nkonyile@ectreasury.gov.za or Olwethu.mjali@ectreasury.gov.za

MANAGEMENT ECHELON

POST 14/184 : **CHIEF DIRECTOR: STRATEGY & PLANNING REF NO: PT 01/04/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : A Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce/ Business Management/ Public Administration/ Public Management or any other related qualification coupled with Minimum of 7-8 years of experience of which 5 years should be at Senior Management (Director level) in Strategic Management environment. Master's in Business Administration MBA / MPA will be an added advantage.

DUTIES : Oversee the Management Coordination and the Implementation of Strategic Management Services: Oversee the development, management and coordination of Strategic Planning, monitoring, evaluation& reporting and ensure the provision of policy coordination services for the department. Oversee The Management, Coordination and Provision of Legal Services: Ensure the provision of sound legal advice and litigation support to Provincial Treasury and External Departments. Oversee the management of risk and ensure compliance with the mandate of the department. Oversee the preparation and drafting of legal documents for the department. Oversee The Management, Facilitation and the provision of ICT Management Services that will enable the Department to achieve its Strategic Objectives: Ensure the development, monitoring and implementation of ICT policies, processes and procedures. Oversee the provision and facilitate on of ICT infrastructure and operational support services. Oversee the provision and maintenance of ICT

systems and ensure data integrity. Advise department on ICT needs and requirements. Oversee the development and maintenance of the departmental website. Manage the Implementation of Change Processes that Strengthen the Strategic, Organizational, Cultural and Environmental Domains of the Department: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage Coordination, Monitoring & Reporting on the Implementation of Organisational Development & Change Management Programmes: Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. Monitor And Implement Records and Facilities Management: Ensure development, monitor and implementation of departmental policies, procedures and processes with regards to the planning and provisioning of office support registry requirements. Manage And Coordinate the Implementation of Transformation Programmes: Oversee coordination and provide guidance & support on the implementation of transformation programmes and activities. Manage and Coordinate the Implementation of Departmental Special Programmes: ensure monitoring and reporting on attainment programmes objectives on respect of special programmes. Manage The Provision of Communication and Events Management Services: Oversee process of publication, photo journalism, multi media services, marketing and branding services. Ensure The Implementation and Management of Risk, Finance & Supply Chain Management Protocols and Prescripts in Area of Responsibility: Identify and Manage Risks in Area Responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning take place, that specification are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow. Manage Area of Responsibility: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are manage, maintained and kept safely by subordinates. Monitor and report on departmental programmes and activities against government programme of action (POA).

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574
 For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: Colored / Black Female

OTHER POSTS

- POST 14/185** : **DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT REF NO: PT 02/04/2024**
 Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management and Asset Management.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive)
 : Bhisho
 : A Three-year Degree (NQF level 7 as recognised by SAQA) in SCM/ Commerce/ Financial Management, coupled with a minimum 5 years' experience in Supply Chain Management/Asset Management of which 3 years

must have been at Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Driver's license is essential. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, technical report writing, Negotiation and facilitation. Numeracy. Change Management. Knowledge Management. Information Management. Service Delivery Innovation, Creative thinking. Problem Solving and Analysis. Interpretation of legislation. Project planning and management. Financial Management, Policy analysis and development. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.

DUTIES

: Monitor, Evaluate and Report on Compliance With Supply Chain Management and Asset Management Regulatory Framework: Review Municipal Supply Chain Management and Asset Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management and asset management processes and report on compliance with the supply chain management and asset management guidelines, framework, and accounting standards. Provide support and advice on supply chain management and asset management processes, policies and compliance to regulations. Review and Report on Contract Management; Long and Short term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM And Asset Management Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM and Asset Management frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM and Asset Management in all delegated municipalities. Provide assistance and advice on improving the supply chain management and asset management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management and asset management. Provide inputs and advice into other reports related to supply chain management and asset management. Oversee the implementation and maintenance of all transversal SCM and Asset Management policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure Compliance with The MFMA and all related SCM and Asset Management Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with Regard to SCM and Asset Management in all delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM and Asset Management policies,

procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure that transversal SCM and Asset Management Queries or enquiries (ad hoc) are dealt with timeously. Manage Area of Responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions. Monitor & Support municipalities on the FCMCM & MSCOA implementation.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: White Female

POST 14/186 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET: CHRIS HANI DISTRICT REF NO: PT 03/04/2024**
Purpose: To ensure optimal and sustainable budget management

SALARY : R444 036 per annum (Level 09)
CENTRE : Queenstown
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) in Financial Management / Financial Accounting / Management Accounting Coupled with a minimum of 3 years' in accounting environment experience at an officer level (level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Planning and organising. Technical report writing. Negotiation and facilitation. Numeracy, Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.

DUTIES : Provide Assistance in Monitoring the Implementation of the Budgeting Framework by Municipalities and Provide Technical Support to Delegated Municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide Assistance and Support on the Provision of Guidance on Budget Planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide Assistance and Support in Monitoring, Evaluating & Reporting on In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns and MSCOA data-strings to National Treasury (report from NT confirming the receipt of all returns and data-strings). Provide assistance in the analysis of the monthly outcome of municipalities' budgets

and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Provide Assistance and Support in Monitoring Compliance by Delegated Municipalities with respect to MFMA, Dora and other applicable Legislations and Regulations: Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574
For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male

POST 14/187 : **ASSISTANT DIRECTOR: NETWORK CONTROLLER REF NO: PT 04/04/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Technology/ Information Systems coupled with Minimum of 3 years of experience in Network Administration at an officer level (Level 7 or higher). N+ or CCNA or Microsoft Azure certificates will be an added advantage.

DUTIES : Provide Support on ICT Infrastructure to all network on Local Area Network and attached User Devices: Provide support in design, installation and maintenance of network infrastructure equipment and software. Assist in the analysis of technical problems for established networks. Test network, file server and workstation hardware and software. Regulate test backup generator. Coordinate day to day activities and operations of the Local Area Network. Document network infrastructure and critical component information. Install, configure and assist in the maintain of network components. Install, configure network printing, directory structures, user access, security, software and file services. Install and configure CISCO phones, ATA's and faxes. Liaise with SITA and other departments to solve network problems. Provide initial training in existing and new technologies. Perform onsite & desktop support. Facilitate the development of topology & network standards. Diagnose software related problems. Troubleshoot network system when necessary. Facilitate The Development of Network Business & ICT Strategic Alignment: Assist in the development ICT Network Plan (ICT Strategic Plan< Master systems Plan and Information Systems Plan). Provide assistance in the review of departmental ICT Network Security. Provide input in the development of other ICT Policies. Implementation of ICT operational plan. Coordinate User Information and User Account Management on Departmental Services: Assist

in the establishment of user profiles, user environments, directories and security for networks and networks being installed. Provide support to users on network operation. Record and attend all network related queried. Continuously update departmental systems. Create and reset user profiles on CISCO Call-Manager of registration forms. Perform and restore users data. Configuration of backup jobs. Daily monitoring of backup jobs (onsite and offsite). Test disaster recovery plan. Provide Support To SLA, EA, LAR & contracts: Provide input to Terms of references for contracts/ tenders to be advertised. Attend service meetings with network service providers to monitor SLA and contracts breaches. Monitor the activities of the Service Provider to ensure that they comply with the SLA. Log and follow up calls with Service providers. Manage Area of Responsibility: Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: Colored Male

POST 14/188 : **ASSISTANT DIRECTOR: FISCAL POLICY REF NO: PT 05/04/2024**

SALARY : R444 036 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Economics/ Financial Accounting coupled with 3 years' experience in Economics field at an officer level (level 7 or higher).

DUTIES : Render Assistance in Ensuring Sustainable Fiscal Policy Framework in the Province: Render support in the implementation of Fiscal Framework inputs into Medium Term Budget Statement. Assist in Revenue situational analysis inputs into OPRE, EPRE and Adjusted budget. Provide revenue inputs into BGW, Achievability and MTEC. Collate information regarding the FFC submission and interact on FFC policy processes. Interact at revenue forums on Fiscal Framework related matters. Provide input into MEC and HOD (Lekgotla's, PTM etc) presentation. Provide input to Cabinet Committees and Cabinet Clusters. Render Assistance in the Implementation of Revenue Enhancement Strategy: Coordinate information on efficient development and expansion of Eastern Cape's provincial own revenue base in line with the National Road Traffic Act, EC Gambling Act, EC Liquor Act and new Provincial Tax Regulation Process Act. Collate information on research and assist in conducting analysis of variables informing the determination of nationally raised revenue (i.e equitable share and conditional grants). Monitor revenue mobilisation for the province including providing inputs towards the division of nationally raised revenue with intergovernmental Fiscal System and related regulatory framework. Assess and ease the risk of loss of revenue with particular emphasis on spending trends for conditional grants. Manage and ensure that advice and assistance is provided to ensure implementation and review of revenue enhancement strategy / revenue study. Conduct monthly meetings with departments on new revenue sources and provide minutes with attendance registers of revenue improvement. Render Assistance on Effective Revenue Management: Input on a sustainable fiscal policy framework in the province. Render support and input on effective revenue management. Input and coordinate information regarding own revenue estimates for the MTEF. Provide assistance in ensuring an effective implementation and review of revenue enhancement strategy. Monitor revenue performance in the IYM to

		ensure revenue performance in respect of the departments' monthly submission of own revenue.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theleiswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – NO CVs).
<u>NOTE</u>	:	EE Target: African Male
<u>POST 14/189</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: PT 06/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Bhisho A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) recognised by SAQA) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. Skills And Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework e.g. DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).
<u>DUTIES</u>	:	Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled, and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance to the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theleiswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: Coloured / Black Female
<u>POST 14/190</u>	:	<u>ADMIN OFFICER: BUDGET MANAGEMENT, PLANNING, MONITORING & PUBLIC FINANCE REF NO: PT 07/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 7) Bhisho A Three-Year Degree (NQF level 7) National Diploma (NQF Level 6 as recognised by SAQA) in Office Administration coupled with Minimum of 2 years' experience in Administration under Budget environment.
<u>DUTIES</u>	:	Provide Secretarial / Receptionist Support Service To The Directorate; Render secretarial services and management of diary for the Chief Directorate Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile

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

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / Or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: White Female

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

It is the intention to promote representivity in the Department through the filling of this position. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

CLOSING DATE : 13 May 2024. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must

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

MANAGEMENT ECHELON

<u>POST 14/191</u>	:	<u>CHIEF DIRECTOR: STRATEGY DEVELOPMENT & MANAGEMENT REF NO: DRDAR: 01/04/2024</u>
<u>SALARY</u>	:	R1 371 558 – R1 635 897per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A bachelor's degree in public administration/ management sciences at NQF level 7 as recognized by SAQA. At least five (5) years of relevant experience at the Senior Management Level in Strategic Planning. Proficiency in the application of the MS Office Package (Word, PowerPoint and Excel). Project Management Methodologies (Prince 2 or others). Thorough understanding of the National Development Plan (2030), MTSF Priorities, PGDP, goals and other priorities of the Government. Extensive experience in public sector strategy, planning, performance monitoring and evaluation, research, data collection, and reporting. Strong leadership, planning, organizing, coordinating and management skills. Advanced writing, verbal communication and presentation skills. Extensive understanding of the legislative and policy framework of Government. Broad experience in stakeholder engagement. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) before appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by

following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency-based assessment, which will test generic senior management competencies using the mandatory DPSA SMS competency assessment tools. A valid driver's license.

DUTIES

: Strategically manage departmental development, annual performance planning, and work planning policies and instruments. Facilitate and manage the process of creating, implementing and releasing the Strategic Plan of the department. Direct and oversee the development and upkeep of the departmental planning agenda. Facilitate the development and maintenance of quantifiable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of Department programmes and report thereon. Monitor and evaluate the performance of the Department's programmes and provide comprehensive reports that contain key findings and recommendations. Assist departmental programmes in developing Annual Performance Plans and Operational Work Plans with technical support. Coordinate and initiate research and data collection to support departmental planning processes. Manage and coordinate the process of gathering input from stakeholders for departmental planning purposes. Strategically direct the development and maintenance of departmental performance monitoring, evaluation, and reporting regimes and protocols. Manage the development of effective communication strategies to convey planning objectives, developmental performance indicators, and outcomes to internal and external stakeholders.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5062 / Ms. M. Ngqwazi Tel No: (040) 602 5065
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. Private Bag 247, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street corner Markgraaf street, Bloemfontein. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 17 May 2024, Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subjected to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the post of Chief Construction Project Manager: Grade A with Ref No: HS 07/ 2024 advertised in Public Vacancy Circular 10 dated 15 March 2024, requirements have been amended as follows: Nyukela Certificate is not required.

MANAGEMENT ECHELON

- POST 14/192** : **CHIEF DIRECTOR CORPORATES SERVICES REF NO: HS 1/2024**
Re- Advertised, Candidates who previously applied, do no need to re-apply.
- SALARY** : R1 371 558 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 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 assistance
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Admin/Public Management/Human Resource Management (NQF 7) or equivalent qualification and minimum 5 years' senior management experience in similar environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. A Valid Driver's license. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to

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 enrol for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Knowledge: Public Service Act, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

DUTIES

: Manage Departmental Planning and Performance Management that includes: Manage Service Delivery Improvement Plan and Batho Pele initiative, Manage the performance and development Management of all officials in the department in accordance with the Performance, Development and Management Strategy as approved by the Free State Province, Manage Organizational Development roles to achieve service delivery in the department, Manage Strategic Planning, Monitoring and Evaluation of nonfinancial performance information in accordance with the relevant prescripts. Manage Information Technology for the department. Manage Housing Subsidy Systems for the department. Manage Corporate Communication. Manage Auxiliary Service for the Department. Manage and monitor the implementation of Audit Action Plan on matters affecting the Chief Directorate to ensure the improvement in the audit outcome of the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Manage human resource planning and administration. Manage departmental Labour Relations matters in accordance with the relevant prescripts. Manage the skills development in the Department according to the relevant prescripts. Manage and monitor the implementation of employee health and wellness framework, Compile, submit and present monthly, quarterly and annual Progress Reports on the performance/ activities of the Department and Chief Directorate compiled and submitted to the Head of Department and relevant authorities. Manage and monitor the implementation of Risk Management Framework in the Department which includes identification, mitigation and reporting of risks that impact negatively on the performance of the Department., Manage the budget, human resources and assets of the Chief Directorate effectively and efficiently in accordance with the PFMA.

ENQUIRIES

: Mr. T.A Reachable Tel No: (051) 403 3818

POST 14/193

: **DISTRICT DIRECTOR: FEZILE DABI REF NO: HS 4/2024**
Re-advertised, Candidates who previously applied, do not need to re-apply.

SALARY

: R1 162 200 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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 assistance.

CENTRE REQUIREMENTS

: Fille Dabi District
: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Business Admin/Public Management or Degree in Built environment (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to 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 enrol for it at a cost of R265.00. The duration of the course is 120 hours). No

applicant will be appointed in the absence of the certificate. Knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

DUTIES : Manage the Implementation of Housing programmes and Land Tenure services that includes Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the district that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard and messengers.

ENQUIRIES : Mr. C. Monyela Tel No: (051) 405 4380

OTHER POSTS

POST 14/194 : **DEPUTY DIRECTOR IN THE OFFICE OF HOD REF NO: HS 8/2024**
Re-advertised, Candidates who previously applied, do no need to re-apply.

SALARY : R849 702 per annum, an all-inclusive package
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate, Advanced Diploma / Bachelor's Degree in Business Administration/Public Management / Office management/ Administration or any related field. Minimum of 5 years' experience in Junior management. Competencies: Knowledge: In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS). Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

DUTIES : Manage and facilitate functional administrative support to the Office of the Head of Department in relation to government business and parliamentary responsibilities of the department; including preparing department inputs to the Portfolio Committees and compile reports thereof when required to. Provide support in relation to department input to the Clusters. Handling of enquiries in the Office of the Head of Department. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for SMS Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage the Head of Department's diary in relation to appointments, meetings, and interviews. Analyse and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/overspending. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and effective way. Compile, maintain and manage a database of all enquiries timeously. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.

ENQUIRIES : Mr. B. Leeuw Tel No: (051) 403 3883

POST 14/195 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HS 9/2024**
Re-advertised, Candidates who previously applied, do no need to re-apply.

SALARY : R444 036 per annum (Level 09), a basic salary. The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, homeowner's allowance and medical aid assistance.

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	Applicants must be in possession of a Grade 12 Certificate and Advanced Diploma or Bachelor's degree in Internal Auditing/ Accounting or equivalent qualification. IT auditing /IAT/ PIA/CIA will serve as added advantage. Minimum of 3 years' experience in the relevant environment. Specific knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing, Code of Ethics and other Practice Advisories. Ability to supervise and manage, Ability to work in a team, Ability to work independently, Computer skills, Analytical mind and a critical thinker. Good communication skills (written and verbal). An affiliate member of the Institute of Internal Auditors of South Africa. Knowledge of Departmental structure and processes. A valid Driver's License.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management. Participate in the development of the three-year strategic risk based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Determine the audit scope and objectives of the allocated internal audit projects. Collect, analyse and interpret data for purposes of the development of the engagement work programs/ procedures. Develop the engagement work program. Supervise and execute the allocated internal audit projects. Develop findings and provide value-adding recommendations to improve the Organizational operations and controls. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans by Management. Review, collect information and compile reports to the accounting officer and the Audit committee. Compile progress reports against audit plan/ Quarterly reports, Annual reports. Keep up to date with new developments in the internal audit environment. Review and assist with quarterly KCM's Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit services. This would, inter alia, entail the following. General supervision of employees and time management. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. (d) Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Contribute to the development and enhancement of the audit methodologies and technologies, Internal Audit policy documents, Charters and the development of the Internal Audit coverage plan. Maintain good relations with clients.
<u>ENQUIRIES</u>	:	Mr. O. Themba Tel No: (051)403 3645
<u>POST 14/196</u>	:	<u>ASSISTANT DIRECTOR: GRANT PLANNING, MONITORING AND REPORTING REF NO: HS 10/2024</u> Re-advertised, Candidates who previously applied, do not need to re-apply.
<u>SALARY</u>	:	R444 036 per annum (Level 09), a basic salary. The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, homeowner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	Applicants must be in possession of a Grade 12 Certificate and Advanced Diploma/Degree or equivalent qualification in Finance/ Accounting/ Economic Environment. BAS and LOGIS training will be an added advantage. Minimum 3 years' work experience in the finance environment. Knowledge and understanding of the financial management environment, knowledge of financial management legislation and directives, Knowledge of policies and implementation strategies. Knowledge of interpretation and application of

DORA (Division of revenue Act), valid driver's license. knowledge and understanding of the financial management environment, knowledge of policies and implementation strategies, knowledge of financial management legislation and directives, problem solving skills, numeracy skills, analytical skills, planning and organization, knowledge of related policies directives and legislation.

DUTIES

: Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of/ BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management practices/policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation. Authorise transactions on LOGIS / BAS/ according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's), Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES

: Ms N Molikoe Tel No: (051) 403 3223

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disabilities are encouraged to apply.



- APPLICATIONS** : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 13 May 2024
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents (effective from 01 January 2021). All fields in Part A to D of the Z83 form must be completed, and Part E to G noting that there is limited space provided applicants often indicate "refer" to CV or see attached, this is acceptable as long as the CV is attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to the conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

OTHER POST

- POST 14/197** : **MEDICAL OFFICER GRADE 1 (OSD) REF NO: REFS/020382**
Chief Directorate: Community Empowerment Centre
- SALARY** : Grade 1: R949 146 – R1 021 911 per annum, (OSD), an all-inclusive remuneration package.
- CENTRE** : Gauteng
- REQUIREMENTS** : Grade 12/National Certificate at NQF Level 4. Appropriate qualification as Medical Practitioner (MBCHB Degree). Current registration with the HPCSA as Medical Practitioner. 5 years' experience as medical practitioner within the Clinical Forensic Medical Services field. A valid Driver's License. No criminal record or any pending cases against you. Knowledge and Skills: Legal framework and prescripts, policies and procedures in medical care, Health Care Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Leadership, Strategic thinking, Decision Making, Planning and Organization, Diversity Management, Project Management, Budget and Financial Management, People

Management and Empowerment skills, be able to work under pressure, Manage team performance and ability to within a multidisciplinary team, Flexible/change oriented, Problem-solving ability, Responsive, Interpersonal relations, Customer focus.

DUTIES : Provide integrated clinical forensic medical services to clients at service points. Coordinate, integrate and supervise the implementation of clinical forensic medical services at service points. Oversee clinician's overall performance. Strengthen monthly Clinical Governance of the CEC. Strengthen weekly clinical governance meetings. Strengthen monthly CEC Patient Safety (M&M) Meetings. Strengthen quarterly District PTC meetings. Strengthen quarterly District M&M meetings. Develop community practices. Improve quality of health services in CEC. Improve time sheet and Ideal Clinic record-keeping compliance of the CEC. Monthly review of medicines and investigation use by clinicians per CEC. People with HIV are tested, initiated on treatment, and retained on care in CHCs. Ensure patients in in CEC are screened for any health issues. Ensure clinicians are trained in Emergency Triage, Assessment and Treatment (ETAT). Ensure that clinicians are trained in Basic Life Support (BLS). Ensure Continuing Professional Development (CPD) Meetings. Participate in research projects and publish for peer review. Increased number of research projects presented at Research Conferences. Advise CEC on research and development on disease management. Manage staff performance, leave, training, and development. Manage the preparation and submission of all reports. Manage the deployment and utilization of resources. Manage the unit's operational risk register/plan. Manage the utilization of unit's budget and expenditure.

ENQUIRIES : Ms Makgopa Evelyn at 066 156 6669/ 073 464 0234 (during working hours 8h00am to 16:30pm)

DEPARTMENT OF HEALTH

ERRATUM: (For KALAFONG PROVINCIAL TERTIARY HOSPITAL): Kindly note that the following posts of Registrar (Medical) within the Radiology and Internal Medicine that was advertised in Public Service Vacancy circular 13 dated 19 April 2024 for Kalafong Provincial Tertiary Hospital, the correct address is Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

OTHER POSTS

POST 14/198 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: REFS/020391**
Directorate: Medical

SALARY : R1 271 901 – R2 097 327 per annum, (all-inclusive package)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Appropriate qualification in psychiatry (FC Psych (SA). MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as an independent specialist psychiatrist. Candidates with proof that the relevant documents have been submitted will be considered for shortlisting. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfil the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to mental health care users. Adequate interpersonal skills as well as professional and ethical conduct at all times. A valid driver's license. Experience or interest in management of eating disorders in adolescents and adults will be an added advantage. This post is a joint appointment with the Division of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

DUTIES : Provide a direct clinical service and manage a psychiatric inpatient or outpatient unit. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health services and District/ Regional hospitals. Teaching and training of medical students, medical officers, and psychiatry

registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, if and when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct.

- ENQUIRIES** : Dr. R Price- Hughes Tel No: (011) 535 3001
- APPLICATIONS** : must be delivered to: Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre, Private Bag X7, Randburg, 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability, and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications, ID, Statutory Registrations, or other relevant certificates need not be attached when applying for the post. Only short-listed candidates will be required to submit certified documents on or before the interview date following communication from HR. The relevant reference number / post number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 17 May 2024
- POST 14/199** : **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 837 (X1 POST)**
 Directorate: Adult Cardiology
 (This is a Three (3) year training Fellowship in Cardiology, and the candidate will be expected to write the Certificate in Cardiology)
- SALARY** : Grade 1: R1 271 901 – R1 348 635 per annum, (all-inclusive package)
 Grade 2: R1 451 214 – R1 538 967 per annum, (all-inclusive package)
 Grade 3: R1 680 780 – R2 097 327 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal speciality. Registration with the HPCSA as a Medical Specialist. Current HPCSA registration for 2024/2025.No experience required. Exposure working in the public sector would be add advantage. This exposure should be in terms of clinical service provision, teaching, and research. Highly motivated and enthusiastic to contribute positively to the Division of Cardiology.
- DUTIES** : 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. Stimulate and undertake research projects. Be a role model for students and staff. Maintain quality assurance standards and other departmental policies. Supervising the management of and managing patients, 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. Administrative duties within the Department. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings 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 with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

- ENQUIRIES** : Prof Nethononda Tel No: (011) 933 8197
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 13 May 2024
- POST 14/200** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH: 838 (X1 POST)**
Directorate: Urology
- SALARY** : Grade 1: R1 271 901 – R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 – R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 – R2 097 327 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist. Current registration for 2024/2025. Exposure in working in Urology will be an added advantage. Postgraduate with FCUro (SA) and MMed degree and completed full registrar time. **For Grade 1:** 0- 5 years' experience as Medical Specialist. **For Grade 2:** 5-10 years' experience as Medical Specialist. **Grade 3:** 10 years and above.
- DUTIES** : Perform duties according to guidelines from department of Urology of Chris Hani Baragwanath Hospital. Render a full spectrum of Urology inpatient and Outpatient services. specializes in the diagnosis and treatment of diseases of the urinary tract and the male reproductive system. The urinary tract includes the bladder, urethra, ureters, kidneys, and adrenal glands. The male reproductive system includes the penis, testicles, prostate, and seminal vesicles. May perform surgery, such as removing cancer or opening a blockage, or prescribe medication or other therapies. Provide clinical guidance to designated clinic staff. Perform department administrative duties and post graduate student training. Initiate and participate in clinical research. Render after-hours clinical services. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff.

Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Assist the Clinical Head with Administration responsibilities.

**ENQUIRIES
APPLICATIONS**

: Dr S Doherty Tel No: (011) 933 0838
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/respond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
: 13 May 2024

CLOSING DATE

POST 14/201

: **MEDICAL SPECIALIST: GRADE 1 REF NO: CHBAH 839 (X1 POST)**
Directorate: Neurology

SALARY

: Grade 1: R1 271 901 – R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 – R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 – R2 097 327 per annum (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the HPCSA as Neurologist. Registration with the HPCSA as Neurologist and Current registration for 2024/2025 Confirmation of FCN results from the College of Neurology in the College of Medicine of South Africa (CMSA). **For Grade1:** 0-5 years' experience as Medical Specialist. **For Grade 2:** 5-10 years' experience as Medical Specialist. **Grade 3:** 10 years and above experience as Medical Specialist.

- DUTIES** : The incumbent will be responsible to investigate, diagnose and oversee the treatment of neurology patients in both inpatient and outpatient settings and render a comprehensive neurological service including neurophysiology. Supervision and teaching of junior medical staff. Willing to do commuted overtime and rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative and academic meetings. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOU to monitor, implement, adhere and comply with National Core Standards within the department. Rotate through related departments at various hospitals within the teaching platform and the outreach programs of the department. Preparing and writing of reports. Assist the Clinical Head with administrative responsibilities.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 13 May 2024
- POST 14/202** : **DEPUTY MANAGER NURSING REF NO: EHD2024/05/01**
Directorate: Health Programmes
- SALARY** : R974 493 - R1 111 305 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212(Advanced Midwifery and Neonatal Science) will

be an added advantage. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. A valid driver's license and computer literacy is essential. Knowledge, skills, training, and competencies required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Good communication, writing skills, Leadership and Management skills. Good human relations. Problem analysis and decision-making skills. Demonstrate basic understanding of Human Resource and Financial policies and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper implementation of Health Programme in the District. Be able to work under pressure and support activities of the district.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of health programmes within the district. Provide professional, technical and management support for the provision of quality patient care through proper management of health programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to implementation of health programmes in the district. Establish, maintain, and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective implementation of health programmes across all settings. Ensure effective management, supervision and utilization of human and material resources. Supervise and support all Health Programmes (Adolescent & Youth services, EPI & Communicable, non-communicable Diseases, LTDOT & Geriatric services, Environmental Health, Mother Child Women Health, Health promotion, Nutrition). Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of disciplinary and grievance matters. Evaluate and monitor compliance with clinical adherence to National Core standards. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Mr Z. Futshane Tel No: (011) 876 1816/064 860 8687
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 14 May 2024

POST 14/203 : **MEDICAL REGISTRAR REF NO: CHBAH 840 (X1 POST)**
 Directorate: Dermatology

SALARY : R949 146 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration with the HPCSA for 2024/2025 as an independent medical practitioner and must be post community service.

- Preference will be given to candidates with Diploma in HIV Management and exposure in Internal Medicine.
- DUTIES** : The incumbent will be responsible for clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and application of cost containment measures in service delivery. Academically, registrars will attend the Dermatology teaching programme as per the department of Dermatology of the Witwatersrand. To conduct research under supervision- with respect to the attainment of the MMED; teach and supervise undergraduate students. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 13 May 2024
- POST 14/204** : **MEDICAL REGISTRAR REF NO: CHBAH 841 (X1 POST)**
Directorate: Urology
- SALARY** : R949 146 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration with the HPCSA for 2024/2025 as an independent medical practitioner and must be post community service. Have successfully written CMSA intermediate examinations in surgery. Exposure as Medical Officer in a training institution in a relevant department or outside the training institutions in a relevant department will be added as advantage.
- DUTIES** : Perform duties according to guidelines from the department of Urology of the University of Witwatersrand. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.

		Progression through the registrar programme including rotation through other teaching hospitals on the Wits Urology training circuit is expected.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Doherty Tel No: (011) 933 0838
	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
<u>CLOSING DATE</u>	:	13 May 2024
<u>POST 14/205</u>	:	<u>MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY) REF NO: MRH/2024/13</u> Directorate: Medical
<u>SALARY</u>	:	Grade1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital Grade 12/Matric and MBChB Degree or appropriate qualification that allows current registration with HPCSA as a Medical Officer. Grade 1: none experience required after registration with the HPCSA as Medical Officer. Grade 2: A minimum of 5 years' experience after registration with the HPCSA as Medical Officer. Grade 3: A minimum of 10 years' experience after registration with the HPCSA' as Medical Officer. Ability to function independently and be part of a multidisciplinary team. Applicant must solution-oriented and have good decision-making skills.
<u>DUTIES</u>	:	Ensure effective and efficient Obstetrics and Gynaecological service delivery. Provide clinical care and treatment. Manage Obstetrics and Gynaecology emergency. provide training to interns and medical students. Better utilization of resources such as laboratory and blood products. Supervision of undergraduates and interns. Ensure compliance with policies/protocols.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. BE Mankge Tel No: (012) 841 8305 must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human

Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Mr. MH Hlophe Tel No: (012 841 8329), Recruitment Section
Ms RM Tloane, (HR Recruitment Section)

NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 17 May 2024

POST 14/206 : **MEDICAL DENTIST GRADE 1/2/3 REF NO: CHBAH 842 (X1 POST)**
Directorate: Maxillo-Facial and Oral Surgery (MFOS)

SALARY : Grade 1: R921 906 – R1 021 911 per annum, (all-inclusive package)
Grade 2: R1 082 988 – R1 182 183 per annum, (all-inclusive package)
Grade 3: R1 253 415 – R1 561 734 per annum, (all-inclusive package)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital (CHBAH)
Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with HPCSA as Independent Practice and current registration with HPCSA for 2024/2025. Exposure in MFOS will be an added advantage. **For Grade1:** 0- 5 years' experience as Dentist. **For Grade 2:** 5-10 years' experience as Medical Dentist. **Grade 3:** 10 years and above experience as Medical Dentist.

DUTIES : Dentist will be responsible for rendering of clinical services, assessment and treatment of patients. Related administrative duties. Participating in all activities of the discipline in relation to teaching and research. Participating in Departmental audit activities, preparing and writing reports. Rotate through Maxillo-Facial and Oral Surgery (MFOS) Departments at various hospitals as well as hospitals served in their specific outreach programmes. Coordinate and monitor the provision of Oral Health Services. Ensure the promotion of oral Health Services. Ensure quality assurance on Oral Health Services.

ENQUIRIES APPLICATIONS : Prof E Rikhotso Tel No: (011) 717 2130
Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with

the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

- CLOSING DATE** : 13 May 2024
- POST 14/207** : **CLINICAL PSYCHOLOGIST GRADE 1-3 REF NO: REFS/020378**
Directorate: Psychology
- SALARY CENTRE REQUIREMENTS** : R827 211 – R1 309 617 per annum, (all-inclusive package)
Tara the H. Moross Centre, Sandton
The candidate must have a Master’s Degree in Clinical Psychology and current registration with the Health Professions Council of South Africa (HPCSA) in the appropriate category. Broad experience working in a psychiatric setting is required. Knowledge of and experience working with a wide range of patients, and particularly with adults, children, adolescents, and their families is necessary. In-depth knowledge of and experience with complex trauma as well as psychopathology within individuals and within systems is required. Experience in psychometric assessment, different forms of individual and group therapy including DBT, and parent counselling is necessary. Supervising, lecturing, and training skills are also required. The candidate must be abreast of the Mental Health Care Act and the Children’s Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. The candidate must be computer literate and in possession of a valid driver’s license.
- DUTIES** : This post is a joint appointment with Gauteng Health and the University of Witwatersrand. Duties will include psychometric evaluation and the provision of suitable therapeutic modalities and interventions including the out-patient family therapy clinic. In addition, the candidate will be involved with the training and supervision of psychology interns, psychiatric registrars, medical students, and nursing staff. The candidate will work within –and at times lead – a multidisciplinary team. The candidate will assist in coordinating, developing, and promoting service delivery where relevant in the hospital. The candidate will collaborate with and participate in Hospital Committees and the broader academic circuit. They will also serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals. They will be expected to attend and participate in all relevant ward rounds and meetings. The candidate will need to have knowledge of the local mental health care environment and the ability to identify, implement and provide outreach services to the surrounding community.
- ENQUIRIES APPLICATIONS** : Prof. Y. Kadish Tel No: (011) 535 3159/60
must be delivered to: Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to: Tara the H. Moross Centre Private Bag X7, Randburg, 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability, and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications, ID, Statutory Registrations, or other relevant certificates need not be attached when applying for the post. Only short-listed candidates will be required to submit certified documents on or before the interview date following communication from HR. The relevant reference number / post number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work

- experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 17 May 2024
- POST 14/208** : **ASSISTANT MANAGER NURSING REF NO: EHD2024/05/02**
Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : R715 977 – R818 643 per annum, (plus benefits)
: Ekurhuleni Health District (Nokuthela Ngwenya CHC)
: A Grade 12 with Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse specialty. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212(Advanced Midwifery and Neonatal Science). A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Financial management and human resource management knowledge; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and driver's license is essential.
- DUTIES** : To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Oversee provincial personnel in Local Authority facilities. Ensure submission of day, weekly, monthly, quarterly, and annual reports. General administration duties and management soft skills is mandatory, Deputize the ESDR Deputy Manager when delegated.
- ENQUIRIES APPLICATIONS** : Ms N.M Xaba Tel No: (011) 737 9700
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification,

criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 14 May 2024

POST 14/209

: **ASSISTANT MANAGER NURSING (AREA) REF NO: EHD2024/05/03**
Directorate: Quality Assurance

SALARY

: R656 964 - R771 309 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 with 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 the SANC as Professional Nurse and current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be recognizable experience at management level. Qualification/certificate in Quality Management will be added advantage. Computer literacy and valid driver's license is essential. Strategic planning, project management, policy analysis and development, financial management, communication, and people management skills (problem solving, decision making and presentation skills). The incumbent needs to be knowledgeable on Health Systems, Quality Assurance Framework, Accreditation and Certification Systems. Relevant legislation, Risk Management as well as the District Health System Skills: Conceptual, analytical and creative thinking. Intersectoral collaboration and engagement with the internal and external clients.

DUTIES

: The Incumbent will provide strategic leadership for the Quality Directorate in the District towards the realization of the set strategic goals and objective. Coordinates reporting investigation and management of complaints and Patients Safety Incidents in the District, CHCs and clinics. Participate in selected clinical audit chosen by the health professionals. Serve on institutional/ or provincial committee for selected provincial clinical audit projects. Coordinate provision of and compliance to national and provincial clinical guidelines with the districts. Provide initiative to improve customer care and facilities user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to quality improvement plans. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information system to manage Quality Assurance Information Improvement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service excellence awards for the district. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units and compliance with Norms and Standards. function within a strategic thrust of strengthening the district health system and establishment of the sub-districts, within the given mandates of Primary Health Care service reengineering NHI, Norms and Standards and Ideal clinics. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES

: Ms B. Peloagae at 083 551 2644

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

: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified

copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 14 May 2024
- POST 14/210** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2024/05/04**
Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : R656 964 - R748 683 per annum, (plus benefits)
: Ekurhuleni Health District (Winnie Mandela CHC)
: Grade 12 with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 in the relevant specialty. 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 / recognizable experience after obtaining 1 year post basic qualification in relevant specialty R48 (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager Nursing when the need arises.
- ENQUIRIES APPLICATIONS** : Ms M. Tshela at 083 451 9100
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 14 May 2024
- POST 14/211** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 843 (X1 POST)**
Directorate: Nursing Services (Clinical Support FBU, Trauma Emergency Unit)
- SALARY** : R656 964 – R737 616 per annum, (all inclusive)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Trauma Nursing Science. Competencies/Knowledge/Skills: Competencies, leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e.inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct

Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

- CLOSING DATE** : 13 May 2024
- POST 14/212** : **ASSISTANT MANAGER NURSING SERVICES (DAY AND NIGHT DUTY)**
REF NO: HEID/ASD/2024/03 (X2 POSTS)
Directorate: Health
- SALARY** : R656 964 per annum
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council (SANC) 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. A registration with SANC as a Professional Nurse. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Computer literacy is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial Management skills. Problem solving, conflict resolution skills, able to work under pressure. Knowledge in Ideal Hospital Realization Framework and National Health Insurance (NHI). Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure.
- DUTIES** : Ability to plan and organize including monitoring the objectives of the hospital. Ability to delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive quality nursing care as a member of the multidisciplinary team according to the identified needs of the patients and that must be based on the scientific principle. To delegate and support staff in the execution of quality patient care. To provide direct and indirect supervision of all staff, other clinicians and housekeeping. Identify staff training needs of subordinates, monitor performance and ensure effective development thereof. Exercise control of discipline, grievance and labour relations in terms of the legal frameworks of the department. Formation and implementation of Nursing guideline, practices, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Monitoring service standards and maintaining the set norms and standards of the department. Knowledge of Ideal Hospital Realization Framework and management of patients' safety incidents. Utilize all resources effectively and efficiently in the hospital.
- ENQUIRIES** : Ms LLP Msiza Tel No: (016) 341 1100
APPLICATIONS : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference

number on their applications. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) only when shortlisted. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 17 May 2024
- POST 14/213** : **OPERATIONAL MANAGER GENERAL GRADE 1 – GRADE 2 REF NO: JUB/03**
Directorate: Nursing Services
- SALARY** : Grade 1: R520 560 – R596 322 per annum
Grade 2: R602 964 – R686 211 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows registration with SANC as the Professional Nurse. A minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Diploma/Degree in Nursing management will be an added advantage. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impact on service delivery. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificate compulsory. South African Nursing Council annual practicing certificate. Valid driver's license. Demonstrate basic understanding of HR, Financial Policies and Practices. Generic competences: Demonstrate effective communication with the patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of multi-disciplinary team at the Hospital level to ensure good nursing cares by the nursing care by the Nursing Team. Work effectively and amicably at the supervisory level with the person of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the Unit.
- DUTIES** : Ensure clinical Nursing practice by the Nursing Team (Unit) in accordance with the Scope of Practice and Nursing standards as determined by the Hospital. Relevant health information to health care users to assist in achieving optional quality health care, goals and objectives including rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Practice Norms and standards and Ideal Hospital Initiatives. Maintain professional growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance.
- ENQUIRIES** : Ms Aphane K.J Tel No: (012) 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 13 May 2024, Time: 15:00

- POST 14/214** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: CHBAH 844**
 Directorate: Nursing Services – (Nursing Personnel)
 (This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.)
- SALARY CENTRE REQUIREMENTS** : R520 560- R587 508 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e., Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 2 years of the period referred to above must be appropriate/recognizable experience in Nursing Personnel environment. Current (2024) SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Competencies/Knowledge/Skills: Computer literacy, Leadership, ward management/administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Prepared to work in stressful conditions as the need arises. Demonstrate effective communication at all levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing, and 7other multidisciplinary health professions acts.
- DUTIES** : Supervise, allocate and coordinate Community Service Professional Nurses (Curatorship). Implement nursing ethics, legislation, and related framework. Manage resources effectively and efficiently in the unit. Compile and analyse reports on recruitments and service terminations (death, transfers, and resignations). Collaborating with Nurse Managers in the Cost Centres and Clinical Education & Training Unit (CETU). Collaborate with Human Resources Department (HRD) when processing leaves management and service terminations. Handling of Nursing agencies related matters (Timeous time control sheets submission and, verifying and quality checking of invoices). Representing nursing on different Hospital Committees as assigned by Director Nursing. Perform all the administrative functions required of the job including keeping records of nursing skills based, Applicant should be prepared to undergo medical Surveillance as an inherent job requirement. Comply with the Performance Management and development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department

reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

- CLOSING DATE** : 13 May 2024
- POST 14/215** : **PROFESSIONAL NURSE-SPECIALTY (POST BASIC MIDWIFERY AND NEONATAL NURSING) GRADE1-2 REF NO: PWH/PNS/02/2024**
Directorate: Nursing Department
- SALARY** : Grade 1: R451 533 - R 530 376 per annum, plus benefits
Grade 2: R553 545 - R 686 211 per annum, plus benefits
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Post Basic midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Understanding the Nursing legislation and related legal and ethical Nursing practice. Ability to perform clinical nursing practice in accordance with the scope practice and Nursing Standards. Good communication and interpersonal skills. Knowledge of Code of Conduct and Labour related policies. Able to work as team and manage conflict. Have knowledge of administrative duties including shift leading and relieving the Operational Manager. Have Knowledge of Ideal Hospital Realization and OHSC Framework. Competence: Leadership, ward management/ward and ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and relevant Guidelines in midwifery care. An understanding of all Nursing Legislation and the Health Act.
- DUTIES** : Provision of high-quality comprehensive Midwifery and Neonatal nursing care, Antenatal, Labour, Postnatal. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Display professionalism and adherence to nursing professional ethics. Supervise and ensure the provision of effective and efficient patient care.
- ENQUIRIES** : Ms. P Dhlamini Tel No: (012) 380 1212
- APPLICATIONS** : All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor. Pretoria West Hospital, 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 a new Z83 form effective from 1 January 2021 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Applicants must indicate the post reference number on their applications. Failure to submit all the requested documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. 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) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 17 May 2024
- POST 14/216** : **PROFESSIONAL NURSE (SPECIALTY – PSYCHIATRY DAY AND NIGHT)**
REF NO: HRM: 03/24 (X10 POSTS)
Directorate: Nursing
- SALARY** : R451 533 – R520 560 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12, Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Must have a post- basic nursing qualification in Psychiatric Nursing Science, with a duration of at least one (1) year, accredited with SANC or post basic degree in Psychiatric or Masters degree. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Good communication, interpersonal skills collaborative, creative, innovative, and emotional intelligence skills. Understanding and implementation of the nursing legislation including nursing strategy, ethical nursing practices and Ideal hospital framework. Knowledge of Batho -Pele principles, patients right charter. Computer literacy, Driver's license and experience in Psychiatry will be an added advantage.
- DUTIES** : Provision of comprehensive/ complex/ advanced nursing treatment and care to nursing services within the designated speciality unit, in a cost effective, efficient, and equitable manner. Manage crisis, be able to manage complex problems. Implement advanced psychiatric nursing rehabilitative therapeutic programs. Will be a shift leader that is responsible for planning, organizing, coordinating, and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and always leading by example. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Manage Patients Safety Incidents and staff Incidents. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES** : Ms. M.M. Sono Tel No: (011) 951 8202
- APPLICATIONS** : Applications must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two contactable references. Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P.O Box x 2010, Krugersdorp, 1740.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender, and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 2 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 13 May 2024, Time: 12H00

- POST 14/217** : **PROFESSIONAL NURSE THEATRE SPECIALTY REF NO: MRH/2024/14**
Directorate: Nursing
- SALARY** : R451 533 - R686 211 per annum, (Salary will be determined as per OSD grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Grade 12 Certificate or equivalent NQF level. A basic 425 qualification, Diploma/ Degree in nursing or equivalent qualification that allows current registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in Theatre Specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing.
- DUTIES** : Perform both clinical and administrative duties as required as per SANC requested. Provide effective and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principals of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standards determined by the institution and other regulating bodies.
- ENQUIRIES** : Ms. S Mahlangu Tel No: (012) 841 8490
- APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms RM Tloane Tel No: (012) 841 8331, Recruitment Section
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 17 May 2024
- POST 14/218** : **OCCUPATIONAL THERAPIST GRADE 1 ONLY REF NO: EHD2024/05/06**
Directorate: District Specialist Mental Health Team
(Contract till 31 March 2025)
- SALARY** : Grade 1: R376 524 – R430 512 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with an appropriate qualification (degree in Occupational Therapy) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) in the relevant profession as an Independent Occupational Therapist with current annual registration. Grade 1: Less than 10 years relevant experience after registration with HPCSA as an Independent Occupational Therapist. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. A valid driver's license and computer literacy is essential. Experience in community Occupational Therapy services will be an added advantage. Must be proactive, innovative and an independent team leader. Experience in setting up treatment programs within a PHC setting. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of public service acts and regulations. Good communication, interpersonal, and financial

		management skills. Ability to work independently and in a multi-disciplinary context. Analytic thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Assessment and treatment of community mental health patients. Contribute to the development and implementation of Occupational Therapy programs in the community. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district. Contribution to the awareness, promotion of mental health, and prevention of mental illness.
<u>ENQUIRIES</u>	:	Ms B. Moleofane Tel No: (011) 876 1836
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	14 May 2024
<u>POST 14/219</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: JUB/04</u> Directorate: Mental Health - Therapeutic Services
<u>SALARY</u>	:	Grade 1: R376 524 – R430 512 per annum Grade 2: R439 755 – R501 630 per annum Grade 3: R514 785 – R623 229 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification. Bachelor's Degree or equivalent qualification in Occupational Therapy. Current registration with the relevant statutory body (HPCSA). The incumbent should have completed community service in Occupational Therapist. Strong leadership, good communication and sound interpersonal skills are necessary. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision making and problem-solving skills. A Valid driver's license.
<u>DUTIES</u>	:	Provide comprehensive Occupational Therapy Services to adult and adolescent Mental Health Care Users (Acute MHCU). Follow prescribed Occupational Therapy processes including assessment/compiling problem list, treatment planning and executing the planned treatment (individual and group sessions). Execute all patient-related record-keeping tasks according to standards set by Quality Assurance principles. Actively participate in program planning in the unit. Execute planned group sessions as planned. Participate in the annual de-initialization program. Work effectively in a multi-disciplinary team and treatment unit based on the group on MHCU. Do general and assigned administrative duties. Participate and supervise allocated students per annual program. Participate in CPD program. Compliance with the PMDS systems.
<u>ENQUIRIES</u>	:	Mr. MP Madavha Tel No: (012) 717 9382
<u>APPLICATIONS</u>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 13 May 2024, Time: 15:00
- POST 14/220** : **DIETICIAN GRADE 1 REF NO: CHBAH 845 (X2 POSTS)**
Directorate: Dietetics
- SALARY** : Grade 1: R376 524 - R430 512 per annum, (plus service benefits)
Grade 2: R439 755 - R501 630 per annum, (plus service benefits)
Grade 3: R514 785 - R623 229 per annum, (plus service benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital Department
- REQUIREMENTS** : Dietetics Degree. Completed Community Service year as a Dietitian. Registration with the Health Professions Council of South African (HPCSA) as a Dietitian with Independent Practitioner status, plus current HPCSA registration for 2024/2025. No experience required after completion of Community Service in Dietetics as required in respect of RSA qualified employee. **For Grade 1:** 0- 3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16-years' experience and above. Knowledge requirements: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices and ethics. Competency requirements: Communication skills, report writing skills, computer literacy (MS Word, MS Excel, PowerPoint etc.), planning and organizational skills, networking and liaison skills, basic Dietetic clinical skills, research skills, analytical skills and presentation skills. The following will be added advantages: Experience in a Tertiary Academic Hospital (including during community service year), and the ability to work as a member of a multidisciplinary team. Effective interpersonal skills, planning and organizational skills and leadership qualities.
- DUTIES** : Render effective patient centered Dietetics services for in- and out-patients in adherence to the scope of practice and health protocols. Assess and treat all patients within allocated clinical load. Carry out all delegated duties, including administrative duties. Implement and adhere to national, provincial, institutional and departmental policies, procedures, regulations, guidelines and SOPs. Participate in CPD activities, research and journal clubs. Work with colleagues and provide relief as and when the need arises. Work as part of a multidisciplinary team. Supervise and train Dietetic students. Train all relevant personnel. Undergo training and development programs for self-development, i.e. Contribute and participate in the professional development of self, colleagues and interdisciplinary team members. Participate in Performance Management and Development (PMDS). Attend relevant meetings. Utilize allocated financial and physical resources properly and efficiently. Participate in the implementation and monitoring of quality assurance standards, such as record keeping, statistics/data collection, assisting with budget control, asset management, etc. Participate in the Department's research projects. Communicate effectively with all stakeholders. Comply with standards and ethical requirements as set out by the HPCSA and the Public Sector Code of Conduct. Carry out duties as delegated to ensure quality patient care and excellent service delivery.
- ENQUIRIES** : Ms. Neo Mongoegei Tel No: (011) 933 8685
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please

refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

- CLOSING DATE** : 13 May 2024
- POST 14/221** : **SPEECH THERAPIST / SPEECH AND AUDIOLOGIST GRADE 1 REF NO: CHBAH 846 (X1 POST)**
 Directorate: Speech Therapy and Audiology (Paediatric)
 (This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.)
- SALARY** : Grade 1: R376 524 - R430 512 per annum, (plus service benefits)
 Grade 2: R439 755 - R501 630 per annum, (plus service benefits)
 Grade 3: R514 785 - R623 229 per annum, (plus service benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Qualification in Speech Therapy or Speech Therapy & Audiology, completion of Community service. Independent practice registration with HPCSA. **For Grade 1:** 0- 3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16-years' experience and above. Competencies: Knowledge and skills in assessment and management of communication and listening in children with hearing loss. Knowledge and skills in individual therapy and facilitation of support groups; family-focused intervention and development of listening and language in children with hearing loss. Preference will be given to candidates with an additional certificate of post-graduate training in Auditory Verbal Therapy and to those who have experience in providing aural (re)habilitation to children with hearing aids and cochlear implants. Ability to work in a team and contribute to the planning, organisation and coordination of a clinical service. Ability to engage in solution-based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To provide a complete package of care to children and teenagers with hearing loss, including assessment of communication, and listening; counselling, creation of joint intervention goals with the family; assisting in audiological management of these children; provision of individual and group therapy; facilitation of support groups; report-writing, teacher training. Provision of intervention services in accordance with SACIG (South African Cochlear Implant Group) cochlear implant quality standards, best practice guidelines and engage in clinical research. To work within a multidisciplinary team within professional boundaries. To engage in mentoring and audits. To comply with Performance Management processes. To participate in departmental

teambuilding and projects. To adhere to infection control procedures and assist with maintaining accreditation requirements. To participate in departmental research projects.

ENQUIRIES
APPLICATIONS

: Dr. Sadna Balton Tel No: (011) 933 0379
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 13 May 2024

POST 14/222

: **SOCIAL WORKER GRADE 1 ONLY REF NO: EHD2024/05/07 (X2 POSTS)**
: Directorate: District Specialist Mental Health Team
: (Contract till 31 March 2025)

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R308 247 – R362 439 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 with bachelor's degree qualification in Social Work, current registration with the South African Council for Social Services profession (SACSSP) as a Social Worker. Grade 1: Less than 10 years relevant experience after registration with (SACSSP) as a Social Worker. A valid driver's license and computer literacy is essential. Skills (good communication, interpersonal and problem-solving skills). Experience working in community-based rehabilitation will be an added advantage. Knowledge of Public service Acts, regulations and Batho Pele principle. Must be proactive, innovative, self-motivated, goal orientated, solution orientated and independent team player.

DUTIES

: To render social work services with regard to care, support, protection and development of individuals, groups, families and communities through relevant programs. To render social work services in the district that complies with the

standard and norms as indicated by health policies. To provide community based social work with focus on health promotion, prevention, and community work. To be willing to do outreach programs in the community. To compile monthly reports, statistic, and other administrative work for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality assurance policy and develop appropriate quality improvement plan for social work services. To attend staff meetings, social work forums and trainings.

- ENQUIRIES** : Ms B. Moleofane Tel No: (011) 876 1836
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 14 May 2024
- POST 14/223** : **SOCIAL WORKER GRADE 1 REF NO: HRM: 08/24 (X1 POST)**
Directorate: Social Work
- SALARY** : R308 247 – R357 084 per annum, (plus benefits)
- CENTRE** : Sterkfontein Psychiatric Hospital
- REQUIREMENTS** : An appropriate recognised four (4) year degree in Social Work. Registration with the SA Council for Social Service Professions. Knowledge/experience regarding Health Care Social Work will be an added advantage. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different wards in the hospital. Knowledge of Mental Health Care Act. A valid driver's license and the ability to drive is compulsory. Be computer literate.
- DUTIES** : Render comprehensive health care social work services incorporating case and group work to patients and their next of kin. Render social work services in a mental health setting. Participate in community work and projects when needed. Required to act as a link between the patient and relevant community resources. Function as a member of a multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities. Required to attend ward rounds, conduct home visits, assess home circumstances and provide feedback to the multi-disciplinary team. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate social work values and the principles of human rights and social justice.
- ENQUIRIES** : Ms. R.O. Reddy Tel No: (011) 956 2027
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance, Monday to Friday from 7:30 to 15:30.
- NOTE** : Application must be submitted on a fully completed new format Z83(81/971431 www.dpsa.gov.za) accompanied by a detailed curriculum vitae with at least two (02) contactable references. The Department of Health is committed to the

achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidates will submit certified copies). If you have not been contacted within three (03) 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 two (02) of which one (01) must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 13 May 2024, Time: 12H00
- POST 14/224** : **PROFESSIONAL NURSE INFECTION PREVENTION & CONTROL (IPC)**
REF NO: HRM: 06/24 (X1 POST)
Directorate: Nursing Services
- SALARY** : R307 473 – R356 832 per annum, plus benefits
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : Diploma/ Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse with basic psychiatric Nursing qualification. Must have a qualification in Infection Prevention & control (IP&C). A minimum of 10 Years' experience in nursing after registration as a professional Nurse. One year of the period must be in IP&C program. Must be a computer literate (Microsoft word, power point and excel as well as good presentation skills), effective communication skills, problem solving, facilitation, co-ordination, project management and report writing skills. Must have driver's license. Knowledge of Public Service Legislation, Mental Health Care Act, Child justice Act, Criminal Procedure Act, and Ideal hospital framework.
- DUTIES** : Ensure implementation of National and Provincial policies on Infection prevention & Control (IP&C) in the Hospital. Conduct IP&C inspections in the wards and other departments, compile reports and statistics on notifiable diseases as required. Champion the TB program within the hospital. Plan and implement the relevant awareness days according to the IP&C operational plan. Implement and maintain an effective hospital surveillance system in alignment with the infection control policies. Conduct training for different stakeholders on IP&C policies and program. Strengthen and maintain internal and external collaboration with relevant stakeholder. Maintaining professional growth/ ethical standards and self-development. Participate in hospital committees act as the IP&C coordinator as delegated. Be flexible and take on extra responsibilities when needed.
- ENQUIRIES** : Ms. M. Sono Tel No: (011) 951 8202
APPLICATIONS : must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two contactable references. Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P.O Box x 2010, Krugersdorp, 1740
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender, and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 2 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 13 May 2024, Time: 12H00

<u>POST 14/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1- 3 CTOP (CHOICE OF TERMINATION OF PREGNANCY) PRACTITIONER REF NO: HEID/PNB/CTOP/2022/03</u> Directorate: Health
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Heidelberg Hospital Grade 1: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., Diploma/Degree in nursing) and or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Certificate of attendance of CTOP course is compulsory. Current (2023) SANC license to practice. Grade 2: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) and or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in Nursing as a Professional nurse after registration with SANC in General nursing. Certificate of attendance of CTOP course is compulsory. Computer literacy. Current (2023) SANC license to practice. Grade 3: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) and or equivalent qualification with the SANC as a Professional Nurse. A minimum of 20 years appropriate/recognisable experience in Nursing as a Professional nurse after registration with SANC in General nursing. Certificate of attendance of CTOP course is compulsory. Computer literacy Current (2023) SANC license to practice.
<u>DUTIES</u>	:	Provide safe quality CTOP (Choice of Termination of pregnancy) services by adhering to the three Perinatal practice guidelines of CTOP that relate to termination of pregnancy. Be conversant about the and legal framework. Provide general nursing care, planning, leading, and managing significant proportion of care for women undergoing termination of pregnancy. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to work independently and in a multi-disciplinary team. Proper and accurate record keeping. Maintenance of confidentiality and counselling skills. Flexibility towards departmental needs. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with Ideal Hospital Realisation Framework, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection. Perform other duties assigned by the supervisor that are related to the job description that is lawful.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L.L.P Msiza Tel No: (016) 341 1100 Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) only when shortlisted. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	17 May 2024

POST 14/226 : **PROFESSIONAL NURSE GENERAL REF NO: HRM: 04/24 (X4 POSTS)**
 Directorate: Nursing Services

SALARY : R307 473 – R356 832 per annum, plus benefits
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : Grade 12, Basic R425/ R880 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse in general Nursing. Must have a basic qualification in Psychiatric Nursing Science. Knowledge of Mental Health Care Act, Criminal procedure Act and Child Justice Act. Computer literacy and Driver's license will be an added advantage. Presentation and Leadership skills, Problem Solving, Stress Tolerance and Self-confidence. Innovative, creative, emotional intelligence and project management skills. Understanding and implementation of Nursing legislation including nursing strategy and ethical nursing practices.

DUTIES : Provision of optimal, holistic, nursing care with set standard and within a profession/legal framework. Provision of treatment and care to Patients within Psychiatric unit, in a cost effective, efficient, and equitable manner. Implement psychiatric groups in the unit. Will be a shift leader that is responsible for planning, organizing, coordinating, and supervising whilst ensuring that all quality patient care standards are implemented. Manage Human Resource when leading the shift. Promoting professionalism and always leading by example. Apply effective communication with patients, supervisors and other clinicians including report-writing when required. Ensure implementation of IP&C standards, principles, Relevant Legislations, do presentations, manage problems and Patients Safety Incidents in the unit. Implement the National Nursing Strategy. Implement and manage quality improvement plans in the unit, Supervise and mentor student and other nursing categories. Provide direction for implementation of the nursing care plan. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.

ENQUIRIES : Ms. M.M. Sono Tel No: (011) 951 8202
APPLICATIONS : must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two contactable references. Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P.O Box x 2010, Krugersdorp, 1740.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender, and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 2 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE : 13 May 2024, Time: 12H00

POST 14/227 : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 – GRADE 2 REF NO: EHD2024/05/05**
 Directorate: District Specialist Mental Health Team

SALARY : Grade 1: R255 078 – R289 719 per annum, (plus benefits)
 Grade 2: R297 441 - R360 951 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with an appropriate qualification Occupational Therapy Technician. Knowledge in community-based Rehabilitation (CBR) and Mental Health Primary Health care services. Registration with HPCSA and current registration with HPCSA as an Occupational Therapy Technician. Ability to be able to work within a multidisciplinary team approach. Problem solving skills and innovative skills. Good communication skills and report writing skills. A valid drivers license is essential.

- DUTIES** : Assess and treat patients who require occupational Therapy treatment according to scope of practice. Do outreach to the surrounding clinics in the area of responsibility. Conduct home visits where required. Plan and conduct exercise and Task Centered Groups. Demonstrate ability to conduct and participate in health promotion, prevention, curative, and rehabilitation disability awareness. Issue assistive devices (as per occupational therapy needs identified). Submit detailed individual monthly report and daily stats using the daily tick registers within the set timelines. Do outreach to the surrounding NGO's and screening for mental illness. Participate in continuous professional development activities (compulsory). Establish support groups and run projects as identified with multidisciplinary team members. Attend and participate in Occupational Therapy monthly professional meetings.
- ENQUIRIES APPLICATIONS** : Ms B. Moleofane Tel No: (011) 876 1836
- FOR ATTENTION NOTE** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- NOTE** : Human Resource Manager
- Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 14 May 2024
- POST 14/228** : **ENROLLED NURSE REF NO: HRM: 05/24 (X2 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R209 112 – R233 931 per annum, (plus benefits)
Sterkfontein Hospital
Grade 12 or equivalent qualification. Certificate as an Enrolled Nurse. Current registration with the South African Nursing Council. Must have passion for nursing psychiatric patients. Ability to be a team player, must have critical thinking and analytical, good interpersonal and communication skills. Able to handle pressure. Knowledge of the Nursing Act, Ideal Hospital Framework, Public Service Regulation, Patients' Rights Charter, Batho Pele Principles, National Nursing Strategy and other legislative framework. Experience working with psychiatric patients will be an added advantage.
- DUTIES** : Assist with activities of daily living (Maintain hygiene, provide nutrition, and assist with mobility and elimination processes). Provide elementary clinical care (Measure, interprets and record vital signs, Administration of oral medication and injections under direct supervision of a Registered Nurse. Executing nursing care plan for the patient including monitoring of vital signs and other observations. Prepare for and assistance with diagnostic and therapeutic acts by a registered person. Escort patients for clinical investigations when required. Conduct health education and other group activities for patients. Participate in Infection Prevention and Control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in service training as required. Relieve in other wards when necessary.
- ENQUIRIES** : Ms. M.M. Sono Tel No: (011) 951 8202

- APPLICATIONS** : must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two contactable references. Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P.O Box x 2010, Krugersdorp, 1740.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender, and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 2 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 13 May 2024, Time: 12H00
- POST 14/229** : **NURSING ASSISTANT REF NO: HRM NO: 07/24 (X3 POSTS)**
Directorate: Nursing
- SALARY** : R165 177 - R186 072 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12, or equivalent qualification. Certificate as Enrolled Nursing Assistant with current Registration with the South African Nursing Council (SANC). Passion for working with mentally ill patients. Ability to work within a team and independently, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations, Batho-Pele Principles, SANC Regulations and Patients' Rights Charter, Previous Psychiatric experience will be an added advantage.
- DUTIES** : Assisting with activities of daily living (Maintaining hygiene, provide nutrition, and assist with mobility and elimination process). Provide elementary clinical care (Measures, interprets and record vital signs, Administration of oral medication and injections under direct supervision of a registered Nurse. Escort patients for clinical investigation when required. Conduct health education and other group activities for patients. Participate in infection Prevention and control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the public Service Code of Conduct and SANC. Attend in service training as required. Relieve in other wards when necessary.
- ENQUIRIES** : Ms. M.M. Sono Tel No: (011) 951 8202
- APPLICATIONS** : must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two contactable references. Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P.O Box x 2010, Krugersdorp, 1740.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender, and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 2 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 13 May 2024, Time: 12H00

POST 14/230 : **MEDICAL TECHNOLOGIST GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2024/05/08 (X2 POSTS)**
Contract till 31 March 2025
Directorate: Laboratory and Blood Services

SALARY : Grade 1: R248.00 per hour (per session)
Grade 2: R290.00 per hour (per session)
Grade 3: R340.00 per hour (per session)

CENTRE REQUIREMENTS : Ekurhuleni Health District
Grade 12 with National Diploma/BTech degree in Medical Technology/Biomedical Technology that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Current registration with HPCSA. A valid driver's license and computer literacy is essential. Have relevant knowledge of laboratory processes and procedures. Good communication skills, and knowledge of relevant policies, protocols, and guidelines. Report writing skills and problem-solving skills. Must be a proactive, innovative, and independent team leader.

DUTIES : Render Laboratory and Blood services in the allocated area of responsibility in the Sub-district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management implementation and contribute to the proper rationale use of laboratory and blood services. Manage the risks involved in rendering laboratory services to Primary Health Care (PHC) facilities in Ekurhuleni Health District. Compile monthly reports on laboratory and blood services and perform other administrative duties as delegated by the supervisor. Establish a good working relationship with other stakeholders within the district i.e., TB program NGO/Development Partners, HAST program, Mother, Child, and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plans for the laboratory and blood services unit. Ensure adherence to government policies and protocols. Monitor and coordinate Point of Care Testing (POCT) equipment and consumables. Manage laboratory stock and results at PHC facilities and monitor the eLABS program in the Sub District. Provide training support on the use of Point of Care Testing equipment and consumables such as blood gas, HB, Syphilis, and other handheld devices. Perform any other duties as delegated by the supervisor.

ENQUIRIES APPLICATIONS : Ms F. Nonyane at 083 568 4620
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 14 May 2024

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

OTHER POSTS

<u>POST 14/231</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC - CHRONIC) REF NO: OMNPHC/KCHC/03/2024 (X1 POST)</u>
<u>SALARY</u>	:	R656 964 – R748 683 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Kwa Mashu CHC Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty (Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care). Recommendations: A valid Driver's License and Computer skills in basic programmes. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as. Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
<u>DUTIES</u>	:	Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, norms and standards and Ideal CHC priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders

i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

**ENQUIRIES
APPLICATIONS**

: Ms. O Magwaza Tel No: (031) 501 1777
 : All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the Admin Office entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently 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 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 a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 13 May 2024

POST 14/232

: **OPERATIONAL MANAGER NURSING (PHC) REF NO:
OMNPHC/NTU/04/2024 (X1 POST)**

SALARY

: R656 964 – R748 683 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Homeowners allowance (employee must meet. Prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Ntuzuma Clinic
 : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Recommendations: A valid Driver's License. Computer skills in basic programmes. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership,

organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, norms and standards and Ideal Clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

ENQUIRIES

: Ms. O Magwaza Tel No: (031) 501 1777

APPLICATIONS

: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the Admin Office entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently 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 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 a new Z83 Application Form obtainable at any Government Department or the

website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 13 May 2024
- POST 14/233** : **OPERATIONAL MANAGER NURSING – MOBILE CLINIC REF NO: OMNMOB/KCHC/01/2024 (X1 POST)**
- SALARY** : R656 964 – R748 683 per annum. Benefits:13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Kwa Mashu CHC
Senior Certificate /Grade 12. Degree/ Diploma in General Nursing and midwifery. Minimum of 9 years appropriate recognisable experience in nursing after registration as a professional nurse in with SANC in General Nursing. At least 7 years must be relevant, appropriate and recognizable experience in nursing after obtaining 1 year post basic qualification in clinical assessment care, diagnosis and treatment (PHC). Current registration 2024 with SANC as Professional Nurse. Valid code 08 / EB driver's license. Certificate of service. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ability to manage own work, time and that of the junior colleagues to ensure proper nursing service. Demonstrate basic Financial and human resource, school and family health policies and practices. Demonstrate sound knowledge of labour relations management. Demonstrate effective communication with both internal and external clients. Able to produce written and verbal reports. Team building and leadership skills. Able to develop contacts build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy and support tool to enhance service delivery. Leadership, Organizational, decision making and problem solving skills. Sound knowledge of code of conduct. Team building and leadership skills. Policy formulation skills.
- DUTIES** : Responsible for the efficient management of mobile Clinic. Supervise and develop all practices and systems to enable the integrated clinical service management to deliver comprehensive package of service in line with NHI initiatives. Integrated PHC for all sector of the community. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area. This includes 95-95-95 HAST indicators, MCWH&N, NCD etc. Ensure provisions of high-quality comprehensive care through provision of preventive, curative and rehabilitative service. Work with CHW's in support of Phila Mntwana/Mndeni center functionality Provision of ICSM integrated clinical service management. Ensure quality service delivery through the implementation of quality improvement program within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicine, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure clinical audits are implemented. Ensure monitoring and evaluation of staff performance through the EPMS system. Involvement with community meetings and committee. Ensure quality data management is implemented and monitored at the clinic.
- ENQUIRIES APPLICATIONS** : Ms. O Magwaza Tel No: (031) 501 1777
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the Admin Office entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for

employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently 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 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 a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 13 May 2024
- POST 14/234** : **OPERATIONAL MANAGER NURSING (NIGHT DUTY) REF NO: OMNND/KCHC/02/2024 (X1 POST)**
- SALARY** : R520 560 – R596 322 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Kwamashu CHC
 : Senior Certificate/Grade 12). Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years of experience in a supervisor’s capacity. Recommendations: Diploma in Clinical Nursing Science (Health assessment, Treatment and Care [PHC]). Diploma in Midwifery and Neonatal Nursing Science (ADM). Basic Computer literacy. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as. Nursing act, Occupational health and safety act, Patients’ rights charter, Bathe Pele principles, public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Manager night duty services by ensuring that high standard of care is rendered and accessed by health care users on night duty. Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client’s needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of

resources in line with cost containment plan. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC on night duty. Ensure implementation, monitoring and evaluation of EPMDs in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National core standards and ideal clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Advocate and promote nursing ethos and professionalism in the CHC.

ENQUIRIES
APPLICATIONS

: Ms. O Magwaza Tel No: (031) 501 1777
 : All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the Admin Office entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently 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 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 a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 13 May 2024

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS

: **Head Office Posts Director:** Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200, Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via KZNPW.JOBS.HEADOFFICE@KZNWORKS.GOV.ZA for attention Mrs. ZJ Hlongwane.
North Coast Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, Private Bag X42, Ulundi, 3838, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi or

online via KZNPW.JOBS.NORTHCOAST@KZNWORKS.GOV.ZA for attention Mr S Zulu

Midlands Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X9963, Ladysmith, 3370, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith 3370 or online via KZNPW.JOBS.MIDLANDS@KZNWORKS.GOV.ZA for attention Ms N Mabizela

CLOSING DATE
NOTE

: 17 May 2024

: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not to accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Alternatively applicants can submit their Z83 and CV online and directly to the email addresses indicated below in respect of the different centres where the posts exist or direct your application quoting the reference number of the post you are applying for; Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

POST 14/235

: **CHIEF DIRECTOR: INFRASTRUCTURE PROGRAMME COORDINATION**
REF NO: CD/IPC/HO-042024

SALARY

: R1 371 558 per annum Level 14, (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

CENTRE

: Head Office, Pietermaritzburg

- REQUIREMENTS** : Bachelor's Degree or equivalent qualification in Engineering, Quantity Surveying or Architecture, Town and Regional Planning or Infrastructure Project Management. A minimum of five (5) years relevant experience at a senior managerial level in the roll out of the IDMS within a Government Department. Proficiency in relevant word processing, spreadsheet and presentation software packages. Registration as a Built Environment professional will be an added advantage. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate prior to appointment.
- DUTIES** : Manage the implementation and institutionalisation of the IDMS within Public Works. Manage IDMS Capacitation in the Department. Manage infrastructure Planning for Health, Education and Other Client Departments / Implementing Agents. Manage Health, Education and Other Clients and Implementing Agents Programme, Project Management and Maintenance and report thereon. Management of resources. Recommendations: Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.
- ENQUIRES NOTE** : Mr SP Majola (Head of Department Tel No: (033) 355 5562)
: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

OTHER POSTS

- POST 14/236** : **DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF NO: DD/PM/MR-042024**
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
- CENTRE REQUIREMENTS** : Midlands Region (Ladysmith)
: An appropriate Bachelor's Degree or National Diploma Engineering or Built or related field and a Diploma in Project Management. A minimum of three (3) years junior management level experience. Computer literacy (MS word, Excel, Power point and outlook). A valid driver's licence. Recommendations: Departmental / Provincial Policies. Broad knowledge of Legislation, Policy and Practices. Understanding HRM practices in the Public Service. Public Service reporting procedures and work environment.
- DUTIES** : Manage the technical portfolio in consultation with Client Departments. Manage and monitor Programme expenditure and the preparation of financial progress report. Provide advice and guidance to Client Departments. Implementation of policies and strategies aimed at improving service Delivery. Manage resources of the Sub-directorate.
- ENQUIRIES** : Mr. WG Hadebe Tel No: (036) 638 8071
- POST 14/237** : **DEPUTY DIRECTOR: BUDGET AND ACCOUNTING SERVICES REF NO: DD/BCE/HO-042024**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
: An appropriate National Diploma / Degree with a minimum of three (3) years to five (5) at junior management experience in a finance environment. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence). Presentation and facilitation skills. Recommendations: Detailed knowledge of public sector, and relevant legislation/statutes. Interpretation and application of policies/legislation. Excellent communication (verbal, written and networking).
- DUTIES** : Manage monthly cash flows. Manage rollovers and virement of funds. Manage and monitor expenditure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.
- ENQUIRIES** : Ms N Orrie Tel No: (033) 355 5432

<u>POST 14/238</u>	:	<u>DEPUTY DIRECTOR: ACQUISITIONS AND DEMAND REF NO: DD/AD/HO-042024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg An appropriate National Diploma / Bachelor's Degree or equivalent qualification with a minimum three (3) to five (5) years junior management level experience in a Supply Chain Management environment. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence. Presentation and facilitation skills. Recommendations: Detailed knowledge of public sector, and relevant legislation/statutes. Interpretation and application of policies/legislation. Excellent communication (verbal, written and networking).
<u>DUTIES</u>	:	Manage acquisition services. Manage demand management services. Manage the development of policies, guidelines and procedures and ensure compliance thereof. Manage the resources of the sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. M Zondi Tel No: (033) 355 5507
<u>POST 14/239</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/NCR-042024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE REQUIREMENTS</u>	:	North Coast Region (Ulundi) A Grade 12 plus an appropriate Bachelor's Degree or equivalent qualification with a minimum of three (3) to five (5) years relevant junior management experience. Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence. Recommendations: Detailed knowledge of Public Sector, and Relevant legislation/status, including Public Management Finance (PFMA), Treasury Regulation, Supply Chain Management processes, procedures and Provincial Treasury Practice notes.
<u>DUTIES</u>	:	Manage and co-ordinate Bid-Bid and Adjudication services. Manage Post-Bid Services. Manage Provisioning, Assets and Demand management services. Manage logistics services. Manage resources of the component.
<u>ENQUIRIES</u>	:	Mr NM Sibisi Tel No: (035) 874 3348
<u>POST 14/240</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: CPM/MR-042024 (X3 POSTS)</u>
<u>SALARY</u>	:	R833 499 per annum, (all-inclusive salary package). Provision exists for salary packages to be reviewed for production positions, on the basis of an additional notch for every two years post registration previous and relevant experience as per the provisions of the OSD.
<u>CENTRE REQUIREMENTS</u>	:	Midlands Region (Ladysmith) An appropriate National Higher Diploma with a minimum of 4 years and six months certified experience Or a B.Tech with a minimum of 4 years certified managerial experience Or a Honours Degree with a minimum of 3 years' experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.
<u>DUTIES</u>	:	The duties are prescribed of a Construction Project Manager as per the OSD.
<u>ENQUIRIES</u>	:	Mr. WG Hadebe Tel No: (036) 638 8071
<u>POST 14/241</u>	:	<u>ASSISTANT DIRECTOR: ASSETS: FLEET MANAGEMENT REF NO: AD/FM/HO-042024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg An appropriate Bachelor's Degree / National Diploma. A minimum of three (3) to five (5) years' relevant experience at a supervisory level. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge: Public Service Act/ Regulations, Service Delivery Improvement policies and strategies. Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills.

DUTIES : Facilitate purchasing and utilization of KZN transport. Facilitate processing of applications and utilization of Subsidized vehicles. Co-ordinate accident and mechanical reports. Provide advice and guidance and input to policy. Supervise staff.

ENQUIRIES : Ms T Msomi Tel No: (033) 355 5403

POST 14/242 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: AD/COM/HO-042024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Head Office, Pietermaritzburg
: An appropriate Bachelor's Degree / National Diploma. A minimum of three (3) to five (5) years' relevant experience at a supervisory level. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge of the Public Service Act / Regulations, relevant Policies and Strategies. Excellent communication (verbal, written and networking). Presentation and facilitation skills.

DUTIES : Manage external and internal communication. Facilitate the marketing of the Department. Develop the branding material for the Department. Monitor Website information (intra-net/internet). Provide advice and guidance and input to policy. Manage resources of the Division.

ENQUIRIES : Mr B Nhaca Tel No: (033) 260 4010

POST 14/243 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: ADL/NCR-042024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: North Coast Region (Ulundi)
: A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) to five (5) years relevant work experience. Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence. Recommendations: Detailed knowledge of Public Service Act/ Regulations and polices. Knowledge of all Public Service and related legislation.

DUTIES : Administer Auxiliary Services in the Region. Coordinate fleet management services. Monitor IT support services. Provide advice and guidance and input policy. Supervise human resources/staff.

ENQUIRIES : Mr NM Sibisi Tel No: (035) 874 3348

POST 14/244 : **LABOUR RELATIONS PRACTITIONER: MISCONDUCT AND DISCIPLINE REF NO: LRP/MD/HO-042024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Head Office, Pietermaritzburg
: An appropriate Bachelor's degree / National Diploma or equivalent qualification. A minimum of three (3) years' relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge: Public Service Act / Regulations, policies and strategies. Labour Relations Act, Collective Agreements, Bargaining Structures, Misconduct and Disputes. Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Appeals process. Excellent communication (verbal, written and networking).

DUTIES : Administer misconduct and disciplinary matters. Ensure compliance with legislative framework relating to Misconduct and discipline. Administer appeals applications. Promote sound collective bargaining and labour relations processes.

ENQUIRIES : Mr. M Mdunge Tel No: (033) 260 4124

POST 14/245 : **LABOUR RELATIONS PRACTITIONER: GRIEVANCE AND DISPUTES REF NO: LRP/GD/HO-042024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Head Office, Pietermaritzburg
: An appropriate Bachelor's degree / National Diploma or equivalent qualification. A minimum of three (3) to five (5) years' relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge: Public Service Act / Regulations, policies and strategies.

		Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Excellent communication (verbal, written and networking).
<u>DUTIES</u>	:	Administer and investigate grievance. Represent the department at conciliations and arbitrations and facilitate the implementation of conciliation/settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievance and disputes. Maintain statistical records and compile reports, submissions and updates regarding grievance, dispute, industrial action matters and compile LR monitoring and evaluation reports. Promote sound collective bargaining and labour relations processes.
<u>ENQUIRIES</u>	:	Mr. M Mdunge Tel No: (033) 260 4124
<u>POST 14/246</u>	:	<u>INFORMATION COMMUNICATION TECHNOLOGY SPECIALIST REF NO: ICT/S/HO-042024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Head Office, Pietermaritzburg An appropriate Degree / National Diploma / Diploma / Certificate in Information Technology (IT) field. A minimum of three (3) years' in an IT services environment experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.
<u>DUTIES</u>	:	Plan, develop, co-ordinate, administer and implement ICT projects, policies and procedures. Co-ordinate and Administer the Department's internal IT Helpdesk, call escalations and 2nd level specialized IT Support to users. Co-ordinate and monitor the procurement process for ICT projects and purchasing and monitor the ICT Procurement Contracts and SITA Bids. Co-ordinate IT Asset management and provide statistical information and related reports. Research, formulate and communicate Department standards for hardware and software and ensure compliance with regard to IT policies and procedures. Supervise staff. Recommendations: Legislation (PFMA, Regulations, Treasury Regulations, Practice Notes, etc), Understanding HR policies and procedures, ICT Auditing procedures including norms and standards.
<u>ENQUIRIES</u>	:	Mrs R Marillier Tel No: (033) 355 5411
<u>POST 14/247</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HR PROVISIONING REF NO: HRP/MR-042024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Midlands Region (Ladysmith) A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) to five (5) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Implement recruitment and selection processes. Administer Appointments. Administer the implementation of the establishment on PERSAL. Monitor HR records. Supervise Human Resources/Staff. Recommendations: Basic Knowledge of PFMA and Treasury Regulations Notes. HRM Policies. Planning and Organising Skills. Good verbal and written Communication Skills. Honesty, confidentiality, integrity and responsibility.
<u>ENQUIRIES</u>	:	Mrs. AC Thusi Tel No: (036)-638 8067
<u>POST 14/248</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PA/SCM/HO-042024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Head Office, Pietermaritzburg A Grade 12 plus Secretarial Diploma/ equivalent qualification. A minimum of three (3) to five (5) years relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint, and Outlook. Recommendations: Knowledge of a limited range of work procedures & elementary clerical duties. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration. Candidates may be subjected to a computer assessment to determine computer literacy.
<u>DUTIES</u>	:	Provides a secretarial support service to the Director. Renders administrative support services. Provides support to Director regarding meetings. Supports

the Director with the administration of the director's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr. M Zondi Tel No: (033) 355 5499

POST 14/249 : **ADMINISTRATIVE OFFICER: ASSETS: FLEET MANAGEMENT REF NO: AO/FM/HO-042024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Head Office, Pietermaritzburg
: A Grade 12 with minimum of two (2) to three (3) years relevant administrative experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence. Recommendations: Knowledge of relevant prescripts. Excellent communication and listening skills. Report writing skills.

DUTIES : Coordinate application of subsidized vehicles and administer the acquisition of official vehicles. Administer bookings for vehicle repairs and maintenance. Conduct inspection on both subsidized and official vehicles and control Road Traffic Contravention Notices. Monitor utilization and licensing of state vehicles and compile subsidized vehicle reports. Convene DMTC Committee meetings and provide secretariat duties to the Departmental Transport Forum. Supervise staff.

ENQUIRIES : Mrs T Msomi Tel No: (033) 355 5403

POST 14/250 : **ADMINISTRATIVE OFFICER: POST BID REF NO: AO/PB/MR-042024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Midlands Region (Ladysmith)
: A Grade 12 plus a relevant Degree or National Diploma. One (1) to two (2) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence. Recommendations: Basic Knowledge of PFMA and Treasury Regulations Notes. Planning and Organising Skills. Good verbal and written Communication Skills.

DUTIES : Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.

ENQUIRIES : Ms. GB Mthethwa Tel No: (036) 638 8177

POST 14/251 : **ADMINISTRATIVE OFFICER: STORES AND ASSETS REF NO: AO/SA/MR-042024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Midlands Region (Ladysmith)
: A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint, and Outlook. A valid driver's licence. Recommendations: Basic Knowledge of PFMA and Treasury Regulations Notes. Planning and Organising Skills. Good verbal and written Communication Skills.

DUTIES : Administer moveable assets in the Region. Administer stores in the Region. Administer the disposal of assets in the Region. Supervise Human Resources/Staff.

ENQUIRIES : Ms. GB Mthethwa Tel No: (036) 638 8177

POST 14/252 : **DESKTOP PUBLISHER REF NO: DP/HO-042024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Head Office, Pietermaritzburg
: Grade 12 plus appropriate Degree/ National Diploma in Graphic Design/ Desktop Publishing (DTP) with minimum of one (1) to two (2) years relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. Recommendations: Sound knowledge of a wide range of activities such as: Drawing DTP Programme, Scanning, Special DTP equipment, Adobe Illustrator, Adobe Photoshop, Adobe InDesign. Departments Strategic Planning, Public Service Regulation.

DUTIES : Prepare publications and design layout, formatting and dissemination of Departmental material. Design promotional material for the department. Co-ordinate publication of information packages. Monitor and ensure compliance to desktop publishing service standards within the department.

ENQUIRIES : Mr B Nhaca Tel No: (033) 260 4010

POST 14/253 : **ADMINISTRATION CLERK: ACQUISITIONS REF NO: AC/ACQ/HO-042024 (X3 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Recommendations: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

DUTIES : Duties will be of a clerical nature within the respective business unit.

ENQUIRIES : Mrs. B N Zulu Tel No: (033) 355 5563

POST 14/254 : **HUMAN RESOURCE OFFICER: SERVICE CONDITIONS & REMUNERATION REF NO: HRO/SCR/HO-042024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Recommendations: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

DUTIES : Duties will be of a clerical nature within the respective business unit.

ENQUIRIES : Mrs. F Chetty Tel No: (033) 260 4135

POST 14/255 : **ADMINISTRATION CLERK: ACQUISITION AND DISPOSAL: IMMOVABLE ASSET MANAGEMENT REF NO: AC/AD/MR042024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Midlands Region (Ladysmith)
REQUIREMENTS : Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint, and Outlook). Recommendations: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

DUTIES : Duties will be of a clerical nature within the respective business unit.

ENQUIRIES : Mr. LC Mthonti Tel No: (036) 638 8068

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200, hand delivered at 145 Chief Albert Luthuli Road Pietermaritzburg 3200 or online applications can be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION : Ms. N Cele

CLOSING DATE : 17 May 2024

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be

contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current/previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The department commits to providing reasonable accommodation within its means for people with disabilities during the recruitment process. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

- POST 14/256** : **DEPUTY DIRECTOR: IT AND AUDIT SERVICES REF NO: KZNPT 24/20 (X4 POSTS)**
- SALARY** : R849 702 per annum, (all-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF Level 7 qualification or higher in Information Systems, Computer Science or related field (Bachelor of Commerce, Information Systems or BSc Computer Science Degree). A minimum of 3 years' experience in the IT auditing environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Treasury Regulations, PFMA (Public Financial Management Act), PSRF (Public Service Regulations Framework), MTEF (Medium Term Expenditure Framework), General Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), IT Auditing techniques, Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management, IT Governance, SEKCHEK (Security checking system), Team Mate system, Information Security, Application and Operating Systems Control, Computer Assisted Auditing Techniques (CAAT), System Control Objective for Information and Related Technology (COBIT) and Information Technology Infrastructure Library (ITIL). Strategic planning, Communication, Facilitation, Presentation, Innovative, Decisiveness, Business process re-engineering, Auditing and Report writing, Computer literacy, Interpersonal relations, Analytical and quantitative method, financial management, Time management, Policy analysis and development, Project.
- DUTIES** : Manage the development and revision of project plans, methodologies, policies, and procedure manuals for IT audits for the province based on the results of the provincial risk assessments. Manage the implementation of IT audit projects, policies, methodologies and procedure manuals. Provide value adding recommendations to improve the provincial institutions performance and monitor and report on the implementation thereof. Develop and implement training, development, and support programmes on areas of IT auditing and governance to provincial departments and public entities. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the Sub- Directorate.
- ENQUIRIES** : Mr. N Khuzwayo Tel No: (033) 897 4642

**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.

CLOSING DATE : 13 May 2024

NOTE : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. Detailed/comprehensive Curriculum Vitae, indicating positions held dates and key performance responsibilities, should accompany the fully completed and signed Z83. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. 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) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. 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. 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 request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

POST 14/257 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NCDOH 78/2024 (X1 POST)**

SALARY : R1 976 070 per annum

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Appropriate tertiary qualification in the Health Science (MChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: Grade 1: A Minimum of 3 (three) years appropriate experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following discipline: Family Medicine. Competencies: Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.

DUTIES : To manage and supervise all Medical Doctors in the Unit. To ensure good clinical and HR as well and finance governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment). To provide outreach services to the rest of the province. To develop tertiary services and to assure provision of quality clinical services to patients, as well as teaching and training of junior and senior Doctors.

ENQUIRIES : Dr DG Theys Tel No: (053) 830 2102

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

<u>POST 14/258</u>	:	<u>DEPUTY MANGER NURSING REF NO: NCDOH 79/2024 (X1 POST)</u>
<u>SALARY</u>	:	R974 493 per annum, (TCE package)
<u>CENTRE</u>	:	Northern Cape Mental Hospital
<u>REQUIREMENTS</u>	:	A basic R425 qualification diploma/degree that allows registration with SANC as a Professional Nurse. A postgraduate nursing qualification in health/nursing service management, with a minimum duration of at least 1 year, accredited with SANC according to SANC standards. A postgraduate qualification in one of the registered specialties of nursing with a minimum duration of at least 1 year, accredited with SANC as follows: Orthopaedics, Paediatrics, Neonatology, Critical care, Theatre technology, Oncology, Nephrology, Advanced Midwifery, Primary Clinical care, Traumatology according to SANC standards. A Nursing Education qualification would be an added advantage. A Valid Driver's Licence is required. Experience: A minimum of 9 years' appropriate/recognisable, experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at managerial level.
<u>DUTIES</u>	:	Provide Guidance and Leadership towards the realization of strategic goals and objectives of the Nursing Directorate and Department. Provide Professional, technical and management support for the provision of quality patient care through proper management of nursing programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery and reducing medico-legal risks. Establish, maintain, and participate in inter-professional and multidisciplinary teamwork that promotes efficient and effective health care. Manage the specialist-nursing department at the directorate. Responsible for Nursing Clinical governance in clinical facilities and management towards effective patient care. Implement strategies to increase the number of specialist nurses and training to improve patient care with rigorous programmes. Provide regular reports regarding the progress made re speciality training and speciality in service training. Promote quality of nursing care through sound education and training implementation. Identify opportunities for and foster clinical nursing research. Collaborate in research to improve clinical nursing practice. Compilation of a quality manual, which includes nursing policies. Jointly develop and monitor a quality assurance system for clinical training. Manage and utilise resources in accordance with relevant directives and legislation. Development and implementation of nursing related education and training programmes. The incumbents will be performing outreach services within the Department and will be requested to travel extensively within the province.
<u>ENQUIRIES</u>	:	Ms A Mintor, Assistant Manager Nursing at 073 184 6400
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
<u>POST 14/259</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 80/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum, (TCE package) Grade 2: R1 082 988 per annum, (TCE package) Grade 3: R1 253 415 per annum, (TCE package)
<u>CENTRE</u>	:	Northern Cape Mental Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner, with a recognised foreign Health Professional Council in respect of foreign qualified

employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs

ENQUIRIES : Dr D.G. Theys Tel No: (053) 8302 102

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/260 : **CLINICAL PSYCHOLOGIST REF NO: NCDOH 81/2024 (X1 POST)**

SALARY : R827 211 per annum, (all-inclusive package)

CENTRE : Northern Cape Mental Health Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist with a relevant registration category (i.e. clinical) and current HPCSA registration for April 2023/March 2024. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa). (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).. Please note this position is a Joint Appointee position, which means that you would be involved with teaching and training within the Psychiatry Department. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising.

DUTIES : Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and statistics. To offer assessment supervision to intern clinical psychologists. To offer psychotherapy supervision to intern clinical psychologists and psychiatry Registrars.

ENQUIRIES : Dr AJ Malgas at 081 714 7204

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/261 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 63/2024 (X2 POSTS)**

SALARY : R715 977 per annum

CENTRE : Gasegonyana Health Area: John Taolo Gaetsewe District (X1 Post)

Kamden Health Area: John Taolo Gaetsewe District (X1 Post)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with

a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: Grade 1: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

DUTIES : Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.

ENQUIRIES : Mr KM Taolo Tel No: (053) 775 1155
APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibistad or E-Mailed at lmoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/262 : **OPERATIONAL MANAGER SPECIALTY REF NO: NCDOH 82/2024 (X1 POST)**

SALARY : R656 964 per annum
CENTRE : Northern Cape Mental Health Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Psychiatry. 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 in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.

DUTIES : Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms A Mintor Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/263 : **CHIEF OCCUPATIONAL THERAPIST REF NO: NCDOH 83/2024 (X1 POST)**

SALARY : Grade 1: R545 262 - Grade 2: R623 229 per annum
CENTRE : Northern Cape Mental Health Hospital, Kimberley
REQUIREMENTS : A degree in Occupational Therapy. Registration with the HPCSA. Independent registration with Health Professions Council of South Africa (HPCSA). A driver's license will be an advantage. Experience: **Grade 1:** A minimum of three years appropriate registration experience in Occupational Therapy after registration with the HPCSA as Occupational Therapist. **Grade 2:** A minimum of eight years appropriate experience in Occupational Therapy after registration with the HPCSA as Occupational Therapist. Knowledge: Public Service Act and Regulations. Mental Health Care Act. Criminal Procedures Act. Batho-Pele

principles. Labour relations: Disciplinary and Grievance Procedures. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics. Working knowledge of quality assurance measures and performance management system. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook). Skills: Good communication (written and verbal), leadership, interpersonal skills and conflict management. Human resource and financial management skills. Ability to function under pressure in a challenging environment and provide psychosocial rehabilitation services to Mental Health Care Users. Experience working in a psychiatric setting will be an advantage.

DUTIES : To ensure comprehensive assessment and therapeutic management of Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment. Perform clinical responsibilities with applicable legislation. Administer standardized and clinical assessments to patients requiring functional capacity evaluations, forensic observations, general level of functioning and other clinical reports. Attend multidisciplinary meetings and clinical team meetings, be actively involved in these and the efforts to establish a functional clinical team. Actively engage in the planning and implementation of Mental Health Care User related functions, health awareness campaigns and fundraising activities. Maintain up to date and accurate clinical records, daily statistics and relevant reports. To review reports written by Occupational Therapy staff members before being released. Effectively manage the functions and operations within the OT unit and complete administrative duties within the department. To provide orientation to all new staff members and community service occupational therapists. Management of resources within the department, which includes planning for stock taken and financial resource management. Participate in the mentorship, supervision and training of subordinates as well as conducting performance reviews and leave management. Assist with co-ordination of in-service training of OT staff. Maintain record of all CPD trainings for Occupational Therapy Department. Ensure Implementation of Quality Assurance programme within the Occupational Therapy Department. Initiate, implement and Monitor Quality Assurance Audits within the Department (Clinical Audits and QIP's). Planning, develop, implementation and monitoring of operational and procurement plans for the department. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards effective patient service delivery, in line with National Standards.

ENQUIRIES : Dr. A. J. Malgas, Head of Psychology at 081 714 7204
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/264 : **OPERATIONAL MANAGER – GENERAL REF NO: NCDOH 84/2024 (X1 POST)**

SALARY : R520 560 per annum
CENTRE : Northern Cape Mental Health & DRTB
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. interprofessional, inter-sectoral and multi-disciplinary teamwork. Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Ms A Mintor, Assistant Manager Nursing at 073 184 6400

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 14/265** : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 67/2024 (X3 POSTS)**
- SALARY** : Grade 1: R451 533 – R520 560 per annum
Grade 2: R553 545 – R676 068 per annum
- CENTRE** : Bendel Clinic (X1 Post)
Laxey Clinic (X1 Post)
Olifantshoek CHC (X1 Post)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
- DUTIES** : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.
- ENQUIRIES** : Mr KM Taolo Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibistad or E-Mailed at lmoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 14/266** : **OCCUPATIONAL THERAPIST REF NO: NCDOH 85/2024 (X1 POST)**
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Northern Cape Mental Health & DRTB
- REQUIREMENTS** : A degree in Occupational Therapy. Registration with the HPCSA. One year relevant experience after registration with the HPCSA as Occupational Therapist. Independent registration with HPCSA. A driver's licence will be an advantage. Experience: **Grade 1:** None or 1 year relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 2:** 10 years appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 3:** 20 years appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant Experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist.
- DUTIES** : Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for in – and out – patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardized and clinical assessments to

patients requiring FCEs and other clinical reports. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Plan and implement health awareness campaigns and staff in service training. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Administer PMDS and evaluation of support staff. Participate in the mentorship and training of community service therapists, OTT and students. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards effective patient service delivery, in line with National Standards.

ENQUIRIES : Dr. A Malgas, Head of Psychology / Mr A Links CEO at 081 714 7204
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/267 : **PHYSIOTHERAPIST REF NO: NCDOH 86/2024 (X1 POST)**

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R514 785 per annum

CENTRE : Northern cape mental health & DR-TB, Kimberley
REQUIREMENTS : Degree in Physiotherapy, registration certificate with Health Professions Council of South Africa (HPCSA) as a physiotherapist independent practice. Experience in both mental health and drug resistant tuberculosis will be beneficial. Experience, **Grade 1:** none after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One year relevant experience after registration with HPCSA in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** minimum 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum 11 years relevant experience after registration with HPCSA in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** minimum of 20 years' experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, skills, attributes and abilities: sound knowledge of physiotherapy diagnostic and therapeutic procedures. Good clinical reasoning and decision-making skills. Knowledge, organisation and time management skills. Excellent communication and interpersonal relations. Basic supervisory skills. Participate in mentorship and training of community service therapists.

DUTIES : Responsibility of clinical case load- assessing, treating and rehabilitating patients, ensuring of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records, daily statistics and report compilation. Promote good health practices and ensure optimal patient care. Function in a multi-disciplinary team. Implementation of departmental policies and procedures in accordance to national standards. Ensure responsible utilisation of equipment and consumable resources of the department. Participate in clinical and non-clinical departmental activities and meetings as allocated by supervisor.

ENQUIRIES : Dr A. Malgas or Ms S. de Wee at 081 71 47204
APPLICATIONS : Please note applications can be hand delivered to front of reception at James Exum building or email nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/268 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 87/2024 (X10 POSTS)**

SALARY : Grade 1: R307 473 – R356 832 per annum
 Grade 2: R375 480 – R435 759 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R451 533 - R570 273 per annum</p> <p>Northern Cape Mental Health & DRTB</p> <p>Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.</p>
<u>DUTIES</u>	<p>Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter-sectoral and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms A Mintor, Assistant Manager Nursing at 073 184 6400</p> <p>Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.</p>
<u>POST 14/269</u>	<u>SOCIAL WORKER REF NO: NCDOH 88/2024 (X1 POST)</u>
<u>SALARY</u>	<p>Grade 1: R308 247 – R357 084 per annum, (depending on years of experience)</p> <p>Grade 2: R376 416 – R429 573 per annum, (depending on years of experience)</p> <p>Grade 3: R452 667 – R524 250 per annum, (depending on years of experience)</p> <p>Grade 4: R554 919 – R677 748 per annum, (depending on years of experience)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Northern Cape Mental Health & DRTB</p> <p>Appropriate Bachelor's degree in Social Work or equivalent qualification, Registration with the South African Council of Social Professions as a Social Worker, A valid Code B Driving Licence Competencies: Knowledge of the following. Relevant legislation, policy and prescripts (norms and standards); Supervision Framework for Social Workers. Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions. Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles. Developing and empowering, Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of 133 individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Proven computer literacy; report writing skills; Self-Management skills; Good Planning and organisational skills. Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; written and verbal communication skills Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. Grade 4: A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. (Recognition of experience - one notch for every fully completed two years' as on 31 March preceding the date of appointment less one year for candidates appointed from outside the public services after complying with registration requirements).</p>
<u>DUTIES</u>	<p>Render a social work services with regards to the care, support, protection and development of vulnerable individual, groups, families and communities</p>

through the relevant programmes (case work, group work and community work). Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers. Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Dr. A Malgas, Head of Psychology at 081 714 7204
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/270 : **STAFF NURSE REF NO: NCDOH 89/2024 (X6 POSTS)**

SALARY : Grade 1: R209 112 – R233 931 per annum, (depending on years of experience)
Grade 2: R248 613 – R279 159 per annum, (depending on years of experience)
Grade 3: R290 805 – R356 832 per annum, (depending on years of experience)

CENTRE : Northern Cape Mental Health Hospital, Kimberley
REQUIREMENTS : Qualification that allows registration with the SANC as Staff Nurse, Registration with the SANC as Enrolled Nurse. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms A Mintor, Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/271 : **NUSING ASSISTANT REF NO: NCDOH: 90/2024 (X16 POSTS)**

SALARY : Grade 1: R165 177 – R186 072 per annum
Grade 2: R192 675 – R215 436 per annum
Grade 3: R227 070 – R279 159 per annum

CENTRE : Northern Cape Mental Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

DUTIES : Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

ENQUIRIES : Ms A Mintor, Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 17 May 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 14/272** : **DEPUTY DIRECTOR: HOD SUPPORT REF NO: 2024/ACSR01/NW (X1 POST)**
(Office of the Head of Department)
- SALARY** : R849 702 per annum (Level 11)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3-year National Diploma or bachelor's degree in public administration/ business management or relevant qualification. At least five (5) years' relevant experience of which three (3) years' should be at a Junior Management level/ Assistant Director. A valid drivers' license. Knowledge Broad knowledge and understanding of the functional areas covered by the Head of Department's portfolio. Proven management competencies. A high level of financial administration, planning, organising and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations.

		Change and knowledge management skills. Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skill. Good networking skills. Project management skills. Computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.
<u>DUTIES</u>	:	Facilitate and generate information flow to and from the HOD to internal and external stakeholders. Coordinate information/ inputs from the Departmental Directorates to develop reports. Acknowledge receipt and provide response to all incoming correspondence to the Office of the HOD. Provide feedback on incoming correspondence. Ensure that staff in HOD's office signs Performance Agreements, Performance Assessments are conducted within the applicable policies. Implement systems of financial compliance management in the Office of the HOD. Provide and account for all funds utilized in the Office of the HOD (variance reporting). Coordinate work of all units in the HOD's Office to ensure adequate support.
<u>ENQUIRIES</u>	:	Mr T Mpuisang Tel No: (018) 388 2738/39
<u>POST 14/273</u>	:	<u>SERVICE POINT MANAGER REF NO: 2024/ACSR02/NW (X1 POST)</u> (Re-advert)
<u>SALARY CENTRE</u>	:	R552 081 per annum (Level 10)
	:	Dr. Kenneth Kaunda District: J.B Marks Service Point (X1 Post) Bojanala District: Madibeng Service Point (X1 Post)
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or bachelor's degree in social sciences or management. At least three (3) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems Management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Ensure planning, of service point performance and reporting thereof. Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point performance. Compile reports on the service point performance. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Dr. Kenneth Kaunda District: Ms C Motjuwadi Tel No: (018) 294 6860 Bojanala District: Mr T Mpuisang Tel No: (018) 388 2739
<u>POST 14/274</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 2024/ACSR03/NW (X1 POST)</u> (Performance Management Development System Unit) (Re-advert)
<u>SALARY CENTRE</u>	:	R376 413 per annum (Level 08)
<u>REQUIREMENTS</u>	:	Head Office, Mmabatho
	:	A 3-year National Diploma or bachelor's degree in human resource management/ public management. At least two (2) to three (3) years' relevant experience in Human Resource Management. Skills: Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills. Computer literacy. Ability to formulate, interpret HR practice, procedures and policies. In-depth knowledge of performance management and development system and performance auditing. Good administrative, financial and project management skills. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement effective performance management system. Manage submission of work plans and performance agreements. Ensure that job descriptions are developed and signed by all employees. Conduct and manage

first and final performance assessment. Manage performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries. Ensure alignment of assessment documents to performance agreements/ work plans. Contribute to the development, review and maintenance of the performance management system and processes. Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment. Conduct information sessions.

ENQUIRIES : Mr Itumeleng Mmusi Tel No: (018) 388 2748

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : The Acting Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho, 2735, Ground Floor Provident House Building, or hand delivered to Provident House Building, 1st Floor, University Drive Mmabatho.

FOR ATTENTION : Ms PP Setsiba

CLOSING DATE : 13 May 2024@ 15:00

NOTE : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR, positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Failure to submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR., Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The shortlisted candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain Pre-Entry certificate. (SMS Pre Entry Programme) is offered by the National School of government, information can be accessed via this link: <http://www.thensg.gov.za> . The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 14/275** : **DIRECTOR SERVICE POINTS AND INSTITUTION SUPPORT**
MANAGEMENT REF NO: SD/ 1/24-25/E
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY** : R1 162 200 per annum (Level 13), (an all-inclusive remuneration package)
CENTRE : Dr Ruth Segomotsi Mompoti District
REQUIREMENTS : Grade 12 Certificate. Applicants must be in possession of appropriate undergraduate qualification (NQF level 7 as recognized by SAQA), in Management/Public Administration or equivalent qualification. A minimum of 5 years' experience at Middle Managerial level. Valid driver's license. Competencies: Knowledge of social development legislation, policies, programmes, and priorities. Valid driver's licence. Knowledge of Public Service policies, rules, and regulations, including the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, and other related prescripts. Sound practical knowledge of principles of good Corporate Governance. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Stakeholder relationship management.
- DUTIES** : Ensure efficient and effective coordination, administrative support, and quality assurance of services in the District, Service Points, and Institutions. Ensure development, implementation, and monitoring of district annual performance plan and operational plan. Provide management support to Service Points, Institutions, Social Welfare Programmes, Community Development Programmes, Corporate Services and Financial Management Services. Performance management. Resource Management.
- ENQUIRES** : Dr F Ngqobe, Tel No: 388 2043/1668

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time, and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the following post: Project Manager: Information Technology advertised in Public Service Vacancy Circular 13 dated 12 April 2024 has been amended as follows: Assistant Director: Information Management (IT Project Manager)

MANAGEMENT ECHELON

POST 14/276 : **DIRECTOR: SUPPLY CHAIN SOURCING**
Directorate: Supply Chain Sourcing

SALARY : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Supply Chain Management and/or Health related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of Supply Chain Sourcing within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Working knowledge of the following: Government practices, policies and procedures. Human Resource Management practices. Ability to work under pressure and to handle matters of a confidential nature. Sound problem-solving skills, written communication skills, presentation skills, advanced computer literacy, report writing, and project management skills are essential. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Working knowledge of Public Finance Management Act, Treasury Regulations and guidelines, SCM Regulations, practice notes, circulars, policy frameworks, Preferential Procurement Policy Framework Act and its associated regulations, SCM: A guide to Accounting Officers and Authorities, The Construction Industry Development Board (CIBD) Act, 38 of 2000; Broad-Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP), Economic Reporting Framework, Framework for Infrastructure Delivery and Procurement Management.

DUTIES : Responsible for an integrated demand, acquisition, and contact management services for the department through the development, implementation, and maintenance of a transformative approach to sourcing. The incumbent must perform vigorous analysis of data and apply analytical skills to identify cost-saving strategies and efficiencies to improve strategic sourcing decision-making for the department. It is expected that the incumbent will establish, develop, implement and maintain an Acquisition Management System, inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management functions. The incumbent must ensure that a fully functional Committee Structure for the SCM System is in-place. The incumbent is responsible for the complete implementation in respect of Strategic Sourcing for strategic commodities in the Department. Ensuring the coordination and integration of demand and acquisition management processes regarding clinical, non-clinical and infrastructure services. The

incumbent is responsible for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, management of Support Services with key partners within the Directorate. Ensure regular reporting to management, stakeholders and other organisations as may be required. Responsible for the management, reporting, and the coordination of legal challenges as received by the Department. The incumbent is responsible for the development and maintaining of a positive culture in the directorate sourcing which includes change management initiatives, conflict resolution and mitigating risks that could negatively affect the organizational culture.

ENQUIRIES : Ms E Isaacs Tel No: (021) 483-3373
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 17 May 2024

POST 14/277 : **DIRECTOR: INFORMATION TECHNOLOGY**
 Directorate: Information Technology

SALARY : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An undergraduate qualification B Degree (NQF level 7) in Information and Communication Technology (ICT), Information Systems/Computer Science or other appropriate qualification as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in ICT governance and IT Systems is strongly recommended. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of best practices in Information Technology Systems, and ability to keep abreast with developments in the IT environment. Proven knowledge and understanding of systems development, strategic management, monitoring and review of processes, modern systems of governance. A high level of computer literacy. Proven experience in Project Management, Finance, Information Technology, Strategic Management and Systems Thinking at managerial level within a large organisation.

DUTIES : Establish and maintain an IT governance system and risk management in line with the national and provincial prescripts. Develop strategies and implementation plans to execute the Western Cape Department of Health and Wellness (WCDohW) IT vision and ensure continuous alignment of the departmental strategy with the IT strategy. Provide an integrated departmental IT support service and maintain relationships with key stakeholders that support IT services in the Western Cape government. Understand and document corporate and service needs by developing user specific and functional IT solutions. Oversee in-house and/or outsourced development of IT solutions to address service and corporate needs. Drive and coordinate the Directorates strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate. Evaluate the performance of the Directorate on a continuous basis against predetermined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance to the administration. Monitor and ensure compliance with relevant legislation and prescripts. Develop constructive, collaborative relationships with other sections within the department as well as external partners where relevant. Support the Chief Directorate and collaborate with other directorates to strengthen the overall functioning of the team within the Chief Directorate. Manage the corporate service of the Directorate i.e. Financial and People Management.

ENQUIRIES : Ms N Nkosi Tel No: (021) 483-6833
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 17 May 2024

OTHER POSTS

POST 14/278 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (RADIOPHARMACIST)**

SALARY : R1 036 599 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS :

Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council as a Radiopharmacist. Registration with a professional council: Registration as a Radiopharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years appropriate experience in hospital or centralized radiopharmacy. Inherent requirements of the job: Successful applicant must have the ability to ensure safe handling, storage, and disposal of radioactive materials to minimize radiation exposure to patients, healthcare workers, and the public. Competencies (knowledge/skills): Strong ethical principles and relevant radiopharmaceutical and radiochemical skills. Theoretical and practical knowledge of radiopharmacy, radiochemistry, and pharmaceutical chemistry. Leadership, interpersonal, organisational skills, ability to work in a team, and ability to maintain confidentiality. Ability to compile written protocols, instructions, and reports. Computer literacy, including a relatively high level of competence with MS Word, MS PowerPoint, and MS Excel. They should be able to communicate effectively and should be adept at problem-solving. The radiopharmacist is expected to adhere to high ethical standards and professional conduct in their practice, maintain patient confidentiality and promote the safe and appropriate use of radiopharmaceuticals.

DUTIES : Ensure effective Radiopharmacy service and supervision of Radiopharmacy personnel. Performing complex radiopharmaceutical synthesis and quality control procedures falling in the scope of a pharmacist. Participating in Divisional management tasks including optimal and effective use of radiopharmaceuticals. Teaching and training (including research supervision) of MMed and MSc students as well as international fellows in Nuclear Medicine. Guiding Radiopharmacy research and supporting research work in the Division. Providing specialist advice to Nuclear Medicine and Radiopharmacy practitioners locally and nationally. The appointee will be responsible for ensuring the quality, purity, and efficacy of radiopharmaceuticals through proper compounding, radiolabelling, and quality control measures and will be required to collaborate closely with nuclear medicine physicians, radiographers, and other healthcare professionals to ensure optimal patient care and safety.

ENQUIRIES : Prof J Warwick at jw@sun.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 13 May 2024

POST 14/279 : **MANAGER: CLINICAL CODING AND GROUPING**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R849 702 per annum
CENTRE : Clinical and Coding Services and Diagnosis (DRG)
REQUIREMENTS : Minimum educational qualification: Appropriate health-related qualification registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Eligible for registration with the HPCSA or SANC. Experience:

Appropriate experience in clinical coding auditing in ICD diagnostic and procedural coding. Appropriate experience in coding, training and development of training material in ICD diagnostic and procedural coding. Appropriate experience in grouping systems. Appropriate experience in oversight of e-Learning platform. Appropriate experience in a supervisory or a managerial position. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel throughout the province and work overtime as required. Completed training in Advanced ICD-10 coding course (proof of course completion must be submitted on or before the day of the interview). Completed training in the Fundamentals of SNOMED-CT course (proof of course completion must be submitted on or before the day of the interview). Competencies (knowledge/skills): -Computer literacy in productivity applications (Microsoft 365, SQL, PowerBI / Fabric, Statistical Software (e.g. Stata, R). Managerial, Strategic planning, Leadership and Supervisory skills. Motivation, Organising and Training skills. Analytical and innovating thinking and report writing skills. Excellent presentation and facilitation skill. Ability to interpret and apply financial policies, procedures and prescripts. Ability to liaise between different parties and to work independently and co-operatively with colleagues and stakeholders at all levels. Health system knowledge and broad clinical background. Sound knowledge of anatomy, physiology, pathology, pharmacology, rehabilitation, and clinical terminology. Knowledge of health terminological systems including ICD-9; ICD-10; ICD-11; ICF; ICHI; SNOMED-CT; ATC; LOINC; GMDN; NAPPI. Knowledge of clinical coding auditing and ICD-10 coding in South Africa. Knowledge of training and development of training material. Knowledge and skill in grouping of encoded clinical concept grouping, such as Diagnosis Related Groups (DRGs). Knowledge and skill in the analysis of grouped encoded clinical concepts.

DUTIES : (key result areas/outputs): -Responsible for the operational management, performance management, higher operational input, higher strategic function, co-ordination, budget management as well as leadership and championing the implementation and improvement of health terminological systems as building blocks of decision support systems, grouping, and semantic interoperability. Responsible for the operational management, performance management, higher operational input, higher strategic function, co-ordination, budget management as well as leadership and championing the training and capacity building in health terminological systems, health terminology codes as building blocks of decision support systems, clinical decision support, grouping, and semantic interoperability. Responsible for the operational management, performance management, higher operational input, higher strategic function, co-ordination, budget allocation as well as leadership and advice (training) the delivering and rendering of an effective and efficient clinical concept grouping analysis, report production, and dashboard development to enhance service and financial decision making. To develop specifications, directives and policies for the enhancements, maintenance, implementation of clinical coding and grouping systems. To manage and lead the sub-directorate effectively and efficiently through supervision, planning and co-ordination of activities and management of the related resources.

ENQUIRIES : Dr R Dyers Tel No: (021) 815- 8677
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo an oral interview and/or a practical assessment. Candidates will be subjected to a competency test.

CLOSING DATE : 17 May 2024

POST 14/280 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Garden Route District, Mossel Bay Sub-district.

SALARY : Grade 1: R451 533 per annum,
 Grade 2: R533 545 per annum

CENTRE : Alma CDC
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 a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited

with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources under supervision.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

CLOSING DATE : 17 May 2024

POST 14/281 : **ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R308 154 per annum
CENTRE : Directorate: People Development (HRD)
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate relevant administration, coordination, and training experience in People/Skills Development in the Public Service. Appropriate knowledge of PERSAL. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness and ability to travel. Competencies (knowledge/skills): Appropriate knowledge and understanding of Skills Development. In-depth knowledge of applicable legislation and Skills Development policies. Excellent interpersonal skills and communication. Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.

DUTIES : Assist in the development and Implementation of the Workplace Skills Plan. Coordination of People Development strategies and projects: Bursaries, Adult learning, and work-integrated learning. Administer and supervise the Volunteer / Internship programmes and report to the Line Manager. Coordinate orientation & induction for employees and arrange Career days for Interns and Volunteers. Facilitation and presentation of training. Provide and ensure effective support to the Assistant Director.

ENQUIRIES : Ms H Martin Tel No: (021) 944-9233
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 17 May 2024

POST 14/282 : **ADMINISTRATION CLERK: WARDS (WARDS AND CLINICS)**

SALARY : R216 417 per annum
CENTRE : Red Cross War Memorial Children's Hospital

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirement of the job: Willingness to be rotated and/or cover other areas at short notice. Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Strong sense of confidentiality and trustworthiness. Ability to work under pressure without supervision. Good client care skills.
- DUTIES** : Registration of patients on the Clinicom system. Admissions, transfers, and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients.
- ENQUIRIES** : Ms HJ van Graan Tel No: (021) 658-5007
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 17 May 2024
- POST 14/283** : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Head Office, Cape Town
- SALARY** : R216 417 per annum
- CENTRE** : Directorate: People Development, Plumstead
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in procurement of goods and services, asset management and vehicle fleet administration. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good verbal and written skills. Good organisational skills. Computer skills (MS Office Excel, PowerPoint and Word).
- DUTIES** : Administrative support to PDC staff. Assisting with asset management activities. Assist with procurement activities. Assist with vehicle fleet management activities.
- ENQUIRIES** : Ms F Victor 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.
- CLOSING DATE** : 13 May 2024
- POST 14/284** : **ARTISAN ASSISTANT (GENERAL WORKSHOP)**
Chief Directorate: Metro Health Services
- SALARY** : R183 279 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 10/Std 8 certificate (or equivalent). Experience: Appropriate experience of maintenance and repairing for example maintenance of Building/ Electrical/Plumbing/Air-Conditioning/Carpentry/Painting/ Mechanical components & related fixtures as artisan Assistant. Inherent requirements of the job: Ability to operate and use required tools and equipment skillfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Ability to perform standby and overtime duties when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475.
- DUTIES** : Carry out minor maintenance and repairs of related fixtures and components. Maintenance, installations, repair modify and manufacture items, equipment, and machines under the supervision of the Supervisor. Routine maintenance and repairs of equipment, plant, and tools. Maintenance & repairs of furniture equipment, carpentry, and painting. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties. Effective support to Supervisor. Manage & control over tools,

- equipment, material, and stock. Responsible for basic administration work as well as completing job cards.
- ENQUIRIES** : Mr J Petersen Tel No: (021) 503-5036
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical & competency test. Only officials employed within the Provincial Government: Western Cape will be considered for the post.
- CLOSING DATE** : 17 May 2024