



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 30 OF 2023  
DATE ISSUED 25 AUGUST 2023**

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 08 September 2023 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.
- ERRATUM:** The position of Deputy Director: Land Development Support with Ref No: 3/2/1/2022/360 for the Directorate: District Office Northern Cape that was advertised in Public Service Vacancy Circular 23 dated 24 June 2022 and the position of Registry Clerk with Ref No: 3/2/1/2023/534 for the Office of the Registrar of Deeds: Free State that was advertised in Public Service Vacancy

Circular 28 dated 11 August 2023 Has reference. The positions of Deputy Director: Land Development Support with Ref No: 3/2/1/2022/360 and Registry Clerk with Ref No: 3/2/1/2023/534 has been withdrawn. The Department apologies for any inconvenience caused.

#### **MANAGEMENT ECHELON**

- POST 30/01** : **DISTRICT DIRECTOR REF NO: 3/2/1/2023/556**  
Directorate: District Office: Free State
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : (Lejweleputwa / Fezile Dabi District Office)  
Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Bachelor of Arts in Sociology / Anthropology / Community Development / Development Studies / Advanced Diploma in Project Management (NQF level 7). Minimum of 5 years' experience at a middle / senior managerial level within a project management environment. Job related knowledge: A thorough understanding of Project Management. Experience in the implementation and management of projects. Understanding of corporate governance principles. Ability to implement Performance Management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management skills. Analytical skills. Problem solving skills. Facilitation and coordination skills. Decision making skills. Financial management skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Willingness to travel extensively, work under pressure and after hours. A valid driver's licence.
- DUTIES** : Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development institutions. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at Provincial and District level. Reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects including Agri-Parks and Animal and Veld Management Programme (AVMP). Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition and allocation with CRDP Virtuous Cycle. Provide strategic land acquisition support services in the District including District Land Committees. Facilitate poverty reduction and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development of agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Facilitate strategic farming partnerships between farmers. Facilitate capacity building of agricultural graduates and farmers on agrarian development projects. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration support. Administer and provide property holdings and disposals. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunication services. Provide administration and financial support services. Provide client relations services. Provide office services.
- ENQUIRIES** : Mr S Mzizi Tel No: (051) 400 4200

**APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300

#### **OTHER POSTS**

**POST 30/02** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/563**  
Directorate: Operational Management  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS).

**CENTRE** : Northern Cape (Kimberley)

**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economic Sciences / Development Studies / Social Sciences. Minimum of 3 years' experience in a junior management level. Job related knowledge: Through knowledge and understanding of and experience in Land reform. Knowledge of applicable legislation, policies and procedures governing Restitution of Land Rights. Basic knowledge of financial management and administration systems. Experience in research management and implementation. Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plans. Through knowledge in land reform and development-related issues. Job related skills: Strategic planning skills. General management skills. Operational planning skills. Proven supervisory skills. Project management skills. Facilitation skills. Negotiation skills. Policy analysis skills. Communication skills (verbal and written). Computer literacy. Contract management skills. Leadership skills. Ability to draft Terms of Reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.

**DUTIES** : Manage the processing of claims. Screen and categorise claim files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Commission pre-feasibility studies. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Compile verification reports. Stakeholder management. Conduct negotiations with landowners and claimants. Conduct options workshops. Prepare offers. Manage settlement of claims. Draft section 42D.

**ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056

**APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6<sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

**POST 30/03** : **SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2023/567**  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

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

**CENTRE** : Office of The Director General: Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology / Public Management. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of meeting procedures. Understanding of the manner in which the office of the Director General operates. Job related skills: Ability to communicate well with a variety of people. Organising skills. Computer literacy. Interaction skills. A valid driver's licence.

**DUTIES** : Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders.

Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director General. Coordinate external and internal meetings. Ensure that Information Technology equipment and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.

**ENQUIRIES  
APPLICATIONS**

: Ms A Stevens Tel No: (012) 312 9667  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

**NOTE**

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

**POST 30/04**

: **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/2/1/2023/557 (X2 POSTS)**  
 Directorate: Organisational Development and Service Delivery Improvement  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Organisational and Work Study / Operations Management / Production Management. Minimum of 3 years of experience working in Organisational Development / Work Study environment. Job related knowledge: People and project management. Business process. Management process. Job evaluation process. Change management process. Strategic planning / management. Total quality management. Financial management. Operations management. Job related skills: Computer literacy. Client orientation skills. Problem solving skills. Communication skills (verbal and written). Interpersonal skills. Organisational design skills. Report writing skills. Presentation and facilitation skills. Influencing / negotiating skills. Analytical skills. Project management skills. Operational planning skills. A valid driver's licence.

**DUTIES**

: Provide organizational design and establishment services. Review, align and develop structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Provide business process management services. Identify and update current processes. Develop new processes. Facilitate the development of job profiles / job descriptions. Identify job profiles to be developed and reviewed. Facilitate the development and the review of the identified job profiles. Obtain sign-off sheet. Maintain job profiles of database. Quality assure job profiles as completed by Senior Organisational Development Practitioner. Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritised jobs. Preliminary quality assures evaluated jobs. Panel job evaluation results. Update job evaluation

register in line with approved job evaluation results. Facilitate the implementation of organizational design. Maintain the organizational design and development database.

**ENQUIRIES** : Mr P Moopelwa Tel No: (012) 312 9496  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.  
**NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

**POST 30/05** : **TECHNICIAN: ESTABLISHMENT OF IRRIGATION SCHEMES REF NO: 3/2/1/2023/558**  
Directorate: Water Use and Irrigation Development

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Gauteng (Silverton)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree / Diploma in Agriculture (Soil Science, Agronomy, Horticulture or Irrigation). Minimum of 2 years' relevant experience. Job related knowledge: Understanding of relevant legislation that guiding the work of the sub-directorate. Procurement procedures. Integrated soil, water and infrastructure management. Irrigation systems planning, design and management. Drainage system planning, design and management. Calculations of crops water requirements. Job related skills: Ability to communicate well with people at different levels. Planning skills. Good telephone etiquette. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Administrative skills. Computer literacy (Microsoft office, Excel / Software used in irrigation – SAPWAT). Report writing skills. Management /skills. Willingness to work extended hours and to travel. A valid driver's licence.

**DUTIES** : Support the development of guidelines, norms and standards for the establishment of irrigation. Conduct literature research and collection of data for the development of guideline, norms and standards for establishment of irrigation schemes. Promote best practices on establishment of irrigation scheme. Provide technical inputs / advice on initiatives pertaining to establishment of irrigation schemes. Review and provide inputs on business plans for establishment of irrigation schemes. Conduct site inspection and collect data to support irrigation establishment initiatives. Compile designs / specifications for irrigation systems. Participate and contribute inputs on committees and forums affecting the irrigation sector. Monitor the implementation of establishment of irrigation schemes in Provinces. Assess irrigation projects funded through Comprehensive Agricultural Support Programme / Ilima-Letsema. Compile technical reports with findings and recommendations. Provide technical / scientific advises on irrigated related matters to farmers.

**ENQUIRIES** : Ms E Malatsi Tel No: (012) 846 8560  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083  
**NOTE** : Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply

**POST 30/06** : **TECHNICIAN: REVITALIZATION OF IRRIGATION SCHEMES REF NO: 3/2/1/2023/559**  
Directorate: Water Use and Irrigation Development

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Gauteng (Silverton)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree / Diploma in Agriculture (Soil Science, Agronomy, Horticulture or irrigation). Minimum of 2 years' relevant experience. Job related knowledge: Understanding of relevant legislation that guiding the work of the sub-directorate. Procurement procedures. Integrated soil, water and infrastructure management. Irrigation systems planning, design and management. Drainage system planning, design and management. Calculations of crops water requirements. Job related skills: Ability to communicate well with people at

- different levels. Planning skills. Good telephone etiquette. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Administrative skills. Computer literacy (Microsoft office, Excel / Software used in irrigation – SAPWAT). Report writing skills. Management skills. Willingness to work extended hours and to travel. A valid driver's licence.
- DUTIES** : Support the development of guidelines, norms and standards for the revitalization of irrigation schemes. Conduct literature research and collection of data for the development of guideline, norms and standards for revitalisation of irrigation schemes. Promote best practices on revitalisation of irrigation scheme. Provide technical inputs / advice on initiatives pertaining to revitalisation of irrigation schemes and stock watering systems. Review and provide inputs on business plans for revitalisation of irrigation schemes and stock watering systems. Conduct site inspection and collect data to support revitalisation and stock watering initiatives. Compile designs / specifications for irrigation and stock watering systems. Participate and contribute inputs on committees and forums affecting the irrigation sector. Monitor the implementation of revitalisation of irrigation schemes and stock watering systems in Provinces. Assess revitalisation projects and stock watering systems funded through Comprehensive Agricultural Support Programme / Ilima-Letsema. Compile technical reports with findings and recommendations. Provide technical / scientific advises to farmers.
- ENQUIRIES** : Mr J Potgieter Tel No: (012) 846 8579
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 30/07** : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/562**  
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) Support. Experience with hardware and software. Experience with network support. Experience in IT technical support. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) network services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems change control. Job related skills: Planning skills, Organising skills, Communication skills (written and verbal), Advanced computer skills, Project management skills and Interpersonal skills.
- DUTIES** : Provide IT Network Support. Monitor the data lines and identified down data lines. First line support on network calls logged by Helpdesk. Investigate, fix or report network points not working. Registration of mainframe users. Coordinate IT network support with internal and external parties. Investigate, fix or report network points not working. Installation of switches or routers when required. Monitor network and report any anomalies. Investigation of new network requirements with senior network specialist. Create reporting status reports. Make recommendations for network improvements. Investigation on required local area network (LAN) / wide area network (WAN) applications. Create monitoring report on different WAN status. Create monitoring report on Telkom data lines. Document and maintain network equipment and configurations. Create / design document on LAN infrastructure. Configurations and installation of LAN / WAN equipment. Internet Protocol (IP) management of the network. Ensure that cabling is done according to agreed standards and quality. Signoff work done by third parties. Quality assurance on work done. Testing and labelling of network points.
- ENQUIRIES** : Mr X Dlangamandla Tel No: (051) 448 0955
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.



**POST 30/08** : **OFFICE ASSISTANT REF NO: 3/2/1/2023/561**  
Office of The Surveyor-General

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year experience in rendering secretariat and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good Interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and Classified Secret Security Clearance.

**DUTIES** : Provide a secretariat / receptionist support service to the Chief Director. Receive telephone calls in an environment where in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilise discretion to decide whether to accept / decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter. Coordinate with and sensitise / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g: progress, monthly and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the Chief Director with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.

**ENQUIRIES** : Ms NO Ngcaba Tel No: (043) 783 1400

- APPLICATIONS** : Applications can be submitted by post: Private Bag X9086, East London, 5201 or hand delivered to: 1A Waverley Office Park, 31-33 Phillip Frame Road, Chiselhurst, East London, 5206
- NOTE** : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 30/09** : **FOOD SAFETY AND QUALITY ASSURANCE OFFICER REF NO: 3/2/1/2023/564**  
Directorate: Food Safety and Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Agricultural Science / Food Science. Minimum of 1-year relevant experience in the field of food safety and quality. Job related knowledge: Public Service Regulations. Agricultural Products Standards Act. Liquor Products Act. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job related skills: Ability to communicate well and interact with people at different levels. Integrity and discretion. Planning and organising skills. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing skills. Drafting of technical and non-technical correspondence. A valid driver's licence and the ability to drive. Willingness to work extended hours.
- DUTIES** : Coordinate information in support of the evaluation, compilation and amendment of product standards / policies / procedures with regards to the quality of regulated agricultural products. Collect and collate information on international product and standards, policies, procedures, guidelines and best practice and local conditions (industry and consumer demands, climate, market conditions, etc.) with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets. Conduct a preliminary evaluation of the information gathered and report accordingly. Provide support in the conducting of needs assessments and evaluation of information. Provide support in the identification of food safety and quality risks by analyzing international standards, best practice and local conditions. Provide support in the formulation and review of internal processes, import and export procedures for regulated agricultural and liquor products. Provide support in the drafting of policies and guidelines on the interpretation of the Liquor Products Act (LPA) and the Agricultural Products Act (APSA) and the implementation thereof. Provide information with regard to the application and / or interpretation of legislative framework. Identify possible methods and interventions to eliminate and / or reduce food safety and quality risks. Provide support in the processing of applications for dispensations by: Obtaining the relevant information. Evaluation of the information obtained and report accordingly. Evaluate labels of Agricultural products. Conduct a preliminary import and export risk assessment on liquor products. Conduct preliminary evaluation of analytical profiles, labels and composition of liquor products destined to ensure compliance with requirements of the Liquor Product Act, export country requirements and the European Union (EU) / Residual sugar (RS) Wines and Spirit and Environmental Protection Agency (EPA) Agreement and report accordingly. Render administrative support with regards to the administration of the relevant legislation (database and information management and stakeholder communication). Communicate with clients, industry role players, other departments and DALRRD officials on technical matters related to food safety and quality assurance. Obtain the relevant international information to keep South African industries and other divisions informed of new trends / requirements. Provide information to clients and other divisions with regards to processes and procedures. Obtain and disseminate information to stakeholders with regards to standards applicable in the importing country. Update and maintain databases and information related to the following: Registration and / or cancellation of Food Business Operators (FBOs), factory, product, A and B and date codes for processing establishments and liquor products. Registration and / or cancellation of abattoir, A and B codes. Registration and / or cancellation of labels for the export of agricultural products. Maximum Residue Limits (MRL) for dried fruit, canned fruit and vegetables, etc destined for export. Update the Wine Online export certification

- system to ensure compliance with standards of the Liquor Products Act and international standards of the various exporting countries.
- ENQUIRIES APPLICATIONS** : Mr M Fache Tel No: (012) 319 6334  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 30/10** : **SECRETARY REF NO: 3/2/1/2023/560**  
Directorate: Water Use and Irrigation Development
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Ms MJ Gabriel Tel No: (012) 846 8567  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : Coloured, Indian, White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 30/11** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/565**  
Directorate: Operational Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Western Cape (Cape Town)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms F Williams Tel No: (021) 409 0300  
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
- NOTE** : African and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 30/12** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/566**  
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Free State (Bloemfontein)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Mr C Mampa Tel No: (051) 400 4200  
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

**DEPARTMENT OF COOPERATIVE GOVERNANCE**

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

<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>NOTE</u></b>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below posts are senior management posts. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants must register for the Pre-entry Certificate, which can be accessed using the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

**MANAGEMENT ECHELON**

<b><u>POST 30/13</u></b>	:	<b><u>DIRECTOR: INTERNAL CONTROL REF NO: 32033/01</u></b>
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), (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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Grade 12 certificate and an undergraduate qualification in Accounting/ Auditing/ Financial Management, or equivalent qualification (NQF Level 7 as recognised by SAQA) At least 5-10 years' experience in an audit and risk management field at middle management level. Proficiency in Microsoft Word. Senior Management Pre-entry Programme. Additional requirements (Advantage): Government Financial Systems. Internal Control tools and techniques. PFMA, Treasury Regulations and guidelines. MS PowerPoint, MS

Project and MS Excel. Technical competencies: Knowledge and understanding of legislative environment, amongst other: The Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP), General Recognised Accounting Principles; and Basic Accounting System (BAS). Knowledge and experience in the establishment of an integrated internal control system. Knowledge and experience in the development and maintenance of government frameworks. Knowledge and experience in fraud prevention. Knowledge and experience in the development, implementation, and maintenance of an effective loss control system. Knowledge and experience in policy development. Knowledge and experience in statistical and qualitative analysis. Advance experience in computer proficiency in MS Office, BAS, PERSAL, LOGIS. Knowledge and experience in general ledger reconciliations and analysis. Experience in research and/or audit report writing.

**DUTIES** : The incumbent will be expected to perform the following duties: Develop, monitor and review departmental internal control policies, procedures and processes. Implement and maintain appropriate delegation framework in line with applicable legislation and regulations. Facilitate and coordinate all assurance services including responding to oversight and related committees. Develop an appropriate financial information retention system/ repository system. Manage the implementation and maintenance of the departmental loss control system.

**ENQUIRIES** : Mr Mbulelo Sigaba Tel No: (012) 334 0617  
**APPLICATIONS** : Applications must be submitted electronically via email to cogta145@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

**OTHER POST**

**POST 30/14** : **ASSISTANT DIRECTOR: EXPENDITURE CONTROL REF NO: 32033/02**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate and a three-year Diploma or a Degree (NQF level 6/7 qualification as recognised by SAQA) or equivalent qualification in Financial Accounting or related field with financial accounting as major subject and 3 to 5 years' experience in Management Accounting, Financial Accounting functions, Monitoring and Reporting, Risk Management and Auditing and Financial Systems at a supervisor role. Proficiency in MS Excel, MS Word. Additional Requirements (Advantage): Postgraduate qualification in Financial or Management Accounting. Advanced MS Excel. Registration with professional body. Generic Competencies: Planning and organising. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written).

**DUTIES** : The incumbent will be expected to perform the following duties: Coordinate and manage the financial planning inputs in line with the Community Work Programme implementation model and budget monitoring in line with site business plans. Review and monitor the implementation of effective internal financial controls and appropriate procedures with regards to financial and wage payment administration. Manage CWP expenditure process and control (including payments to suppliers). Manage the financial and management accounting functions. Review of all the financial statement inputs for accuracy and compliance and coordinate the submission of Interim and Annual Financial Statements inputs and programme performance planning and reporting. Perform all the monthly and quarterly reconciliations and perform the necessary correcting journals. Management functions.

**ENQUIRIES** : Ms Zimbini Mahonono Tel No: (012) 334 0694  
**APPLICATIONS** : Applications must be submitted electronically via email to cogta146@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede, Durban, 4000
- FOR ATTENTION** : Sub-directorate Human Resource Management, Provincial Office: KwaZulu-Natal.
- CLOSING DATE** : 08 September 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

## OTHER POST

- POST 30/15** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANT-CORRUPTION**  
**REF NO: HR4/4/5/57**
- SALARY** : R424 104 per annum
- CENTRE** : Provincial Office: KZN
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Risk Management, Forensic Investigations or Equivalent. One (1) to Two (2) years relevant experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation.
- DUTIES** : Implement Fraud detection and Anti- Corruption Strategies for Provincial Offices. Conduct Investigation on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial

**ENQUIRIES**

Offices. Analyse systems capabilities to anti-fraud & corruption management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention & Anticorruption measures.  
: Mr M Mangcotywa Tel No: (031) 366 2186



**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT**  
*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.  
Cape Town/ Northwest/ Northern Cape applications must be submitted to be forwarded to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 08 September 2023
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The following appointment requirements are applicable into SMS positions: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to complete the Pre-entry certificate into SMS (Nyukela certificate) prior appointment. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 30/16** : **CHIEF DIRECTOR: INTEGRATED WASTE MANAGEMENT REF NO: CWM04/2023**
- SALARY** : R1 371 558 per annum (terms and conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification in Natural Sciences or equivalent relevant qualification plus five years' experience at senior management in an environmental management field. A post-graduate qualification (NQF 8) will be an added advantage. Knowledge of environmental quality and protection related policies. Environmental policy, legislation and regulation development, Waste Management planning. Understanding of Environmental issues relating

to pollution prevention and management, Understanding of government standard administrative procedures. Knowledge of business planning and budgeting methodologies, Understanding of HR practices and procedures. Policy development and implementation, Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Strategic, analytical and creative thinking. Innovative and proactive. Leadership, Negotiation Management and Coordination skills, Organizational and planning, Communication skills (written and spoken), Programme and Project Management, Decision-making skills, Report writing skills. Willingness to work under pressure and long hours. The candidates must be in possession of a valid Driver's License, which must be attached to the application and must be prepared to travel.

**DUTIES** : Provide support to municipalities in order to ensure the sound management of waste and the provision of the waste collection service to all citizens. Manage the development of a national legal framework, raise awareness and build capacity in industry and civil society in order to ensure reduced releases of general waste streams into the environment. Provide effective partnerships, cooperative governance and local government support in integrated waste management. Improve socio-economic benefits and Enhanced International Cooperation Supportive of SA's Environmental and sustainable development priorities. Provide support and enhanced capacity for environment sector and effective knowledge and information management for the environmental sector. Manage human resources and financial management.

**ENQUIRIES** : Ms M Musekene Tel No: (012) 399 9407

**POST 30/17** : **DIRECTOR: FORESTRY SECTOR TRANSFORMATION REF NO: FOM41/2023**

**SALARY** : R1 162 200 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Undergraduate qualification in Forestry/ Natural Science/Public Administration/Community Development or relevant qualification within the related field (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle / senior management level. Knowledge of Expanded Public Works programme, integrated sustainable rural development and urban renewal programme. Knowledge and understanding of Transformation programmes. Understanding of the Transformation regulatory frameworks, ie Transformation Act, Skills Development Act, Skills Levies Act, Environment, and legislation. Undertaking of skills audit. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Sound organising, planning and leadership skills. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours.

**DUTIES** : Ensure coordination and administration of the Forest Sector Charter Codes. Ensure effective functioning and funding of the Forest Sector Charter Council. Facilitate the development and ensure effective implementation of the Forestry Transformation Strategy and priorities. Manage and facilitate the development of capacity for transformation in the sector. Implement the transformation sector calendar. Conduct surveys, data analysis and implement intervention plans. Coordinate the reporting process for participants. Facilitate funding to promote and support transformation of the sector. Ensure 12 coordination and facilitation for the growth of the sector in line with the Masterplan. Ensure governance structures required for the implementation of the Masterplan are operational. Monitor and evaluate targets set in the Masterplan. Promote and monitor the implementation of transformation programmes. Facilitate the development of a database for vulnerable groups (i.e., youth, women, people living with disabilities and communities) within the forestry sector. Create awareness on sector forestry programmes with specific reference to Masterplan and the Transformation Charter. Liaison with key sector role players to promote the implementation of the Forest Sector Charter and the Masterplan.

**ENQUIRIES** : Ms Mulalo Nefale Tel No: (012) 309 5717

## OTHER POSTS

**POST 30/18** : **DEPUTY DIRECTOR: FORESTRY SECTOR ANALYSIS REF NO: FOM42/2023**

**SALARY** : R958 825 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma/Degree in Forestry / Natural Sciences (NQFL6) or relevant qualification. 3-5 years' experience in Forestry of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Forestry and environmental management sector, Project and programme management, Public finance regulations, Public service regulations. Knowledge of all relevant Acts such as National Forests Act, 1998 (NFA), National Environmental Management Act, 1998 (NEMA), National Environmental Management: Biodiversity Act, 2004 (NEMBA), National Environment Management: Protected Areas, 2003 (NEMPAA), National Veld and Forest Fires Act, 1998 (NVFFA), Enumeration for collection of data. Communication skills (written and verbal), Ability to work under pressure, Planning and organizing, Leadership skills. Facilitation and negotiation skills, Analytical skills, Planning and execution, Report writing skills. Financial management.

**DUTIES** : Develop statistics and trend analysis pertaining to the forest sector. Ensure the analysis, interpretation and provision of relevant data and information to various stakeholders. Perform triennial analysis of the State of forest and periodic forest resource assessment to provide forest sector trends. Develop periodic and on-demand qualitative analysis of and report on specific forest-sector issues. Develop Forestry Sector reports. Publishes annual report on Commercial Timber Resources and Primary Roundwood Processing in South Africa (Commercial Timber Statistics). Provide forestry inputs into other inter-governmental processes. Provision of strategic forestry information and knowledge to support policy development and decision-making. Ensure the development of operational plan and programme for knowledge management in the forestry and natural resources management function. Provide Technical Information on Forest Resources. Provide forestry technical advice on the development of forestry sector strategies. Consolidate inputs on comments from internal and external stakeholders. Research on the latest information concerning the forest sector. Ensure compliance with regional and international conventions, agreements and processes. Participate and produce country reports to ensure compliance with regional and international processes and conventions. Coordinate the collection of data, analysis, development and submission of regional and international reports on forests as well as on forest genetic resources. Review and make recommendations on the reporting tables for the Global Forests Resources Assessment (FRA) programme. Manage the resources of the Sub directorate (Physical, Human and Financial).

**ENQUIRIES** : Mr M Jakavula Tel No: (040) 492 0098

**POST 30/19** : **DEPUTY DIRECTOR: FORESTRY RESEARCH, DEVELOPMENT AND INNOVATION REF NO: FOM43/2023**

**SALARY** : R958 825 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma/Degree in Forestry (NQF L6) or relevant equivalent qualification, a post-graduate qualification will be an added advantage 3-5 years' experience in forestry related field of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). knowledge in - forest science: Silviculture, Forest Ecology & Forest Pests & Disease, Genetics, Conservation Ecology, Forest Mensuration, Forest Yield Studies, Forest Harvesting / Engineering, Community Forestry, Wood Science PLUS knowledge of aspects of Environmental science: General Ecology, Phytosociology, Conservation Management, Catchment hydrology, Resource valuation. Personal Attributes: Efficient and productive, Innovative and creative, Reliable, Quality of work – with attention to detail, Independent / self –motivated, Effective communicator, Strong leadership and ability to motivate staff, Work systematically, Well organised.

**DUTIES** : Management and supervision of the Forest Science Development unit. Continuous Professional Development in Forest Science. Conduct and supervise research. Mentoring and training. Facilitation of Investment in Forest Science Development. Facilitate funding for forestry research. Identify external

sources of research funds. Develop funding mechanisms and agreements with funders. Forest Research Coordination: Manage the implementation and review of the Department's national forestry research and development strategy. Commission external service providers for specific policy / strategy review assignments. Develop research and development strategy for the forest sector. Convene and facilitate periodic consultation processes for forestry research and development strategy review. Development and Maintenance of Research Infrastructure. Support South Africa's participation in international forest research processes. Develop standing agreements with research bodies and academic institutions about collaboration on research matters. Administer the process of approval for research projects with reference to the delegations under the National Forests Act, 1998 and the National Veld and Forest Fire Act. Develop research strategy for the sector. Manage research and development programmes and projects. Ensure and facilitate appropriate reporting and dissemination of research findings. Manage knowledge resources and intellectual property rights. Manage network of innovation in the forestry sector.

**ENQUIRIES** : Mr M Jakavula Tel No: (040) 492 0098

**POST 30/20** : **ADMINISTRATIVE SUPPORT MANAGER REF NO: WB4/2023**  
(12 Months Contract)

The Department of Forestry, Fisheries and the Environment is advertising the following positions on behalf of the Waste Management Bureau. The post is on a 12 months' contract. The Waste Management Bureau is an organ of state established to be a specialist implementing agent that facilitates waste minimisation and recycling.

**SALARY** : R811 560 per annum (total cost to company)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised Degree / National Diploma in Administration (NQF Level 06) or equivalent qualification. 3-5 experience in administration environment of which three (3) of them should be at entry/ junior management level (Assistant Director Level or equivalent). Good command of written and oral English and any other official language. Business planning and report/professional writing. Strong presentation development and PowerPoint skills. Knowledge of business process management. Organisation performance management. Risk management. Audit procedures. Knowledge formats and routes of documents throughout the department. Quality Control of documents. Understanding of the hierarchy and management structure of the organisation/department and different specialised fields of the branches and Divisions. Ability to communicate with ministries, senior management, official and the public in a professional manner. Knowledge of Policies, legislation and procedures. Sound organising, planning and leadership skills. Ability to work under pressure and long hours. In possession of a valid driver's licence.

**DUTIES** : Provide document management to the Bureau. Provide effective administration support for the bureau. Provide secretarial and administrative support in the Office Executive Programme Manager. Monitor branch expenditure and raise flags with managers. Provide strategic planning and Reporting including preparation of PowerPoint presentations. Coordinate the performance report. Support the implementation of the Performance Plans. Coordinate ad-hoc projects and implementation of management meeting resolution. Support the DDG on implementation of tasks/ assignments as directed by Minister/ DG including to coordinate compilation and collation of responses for Parliamentary Questions, Portfolio Committees, and other governance structures. Co-ordinate the Bureau's participation in departmental meetings and forums. Manage document flow. Provide administrative support to the management. Provide logistical support and financial support services to the unit. Quality control of documents. Provide secretarial and administrative support in the Office of the Programme Manager. Coordinate collation, compilation and submission of all the unit's related obligations. Manage budget, expenditure for the unit. Coordinate all logistics for meetings, travelling arrangements, etc; Coordinate unit's meetings/ workshops, sessions. Coordinate and manage projects in the office of the Executive Programme Manager. Ensure efficient records management; administer office correspondence, documents and reports. Management of resources (financial, and human) including the coordination of performance contract for the

		Executive Programme Manager. Manage a register of all contract for the Waste Bureau.
<b><u>ENQUIRIES</u></b>	:	Mr Pardon Ndlovu Tel No: (012) 399-8807
<b><u>POST 30/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: FORESTRY SCIENTIFIC SERVICES REF NO: FOM51 /2023</u></b>
<b><u>SALARY</u></b>	:	R527 298 per annum, (Total package of R733 453 per annum/ condition apply)
<b><u>CENTRES</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Postgraduate Diploma or Bachelor of Science or Honours Degree (NQF level 7) in Forestry or equivalent qualification. A minimum of three to five (3-5) years' experience in forestry or experience in the related fields. Knowledge and understanding of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fire Act, 1996 (Act 101 of 1996). Extensive subject knowledge and related technical skills in the planning and/or management of forest estates / research related to forest ecology, production forestry, agroforestry, urban forestry and/or environmental or economic aspects of forestry or in the rendering of forestry scientific services. Knowledge of conservation planning (mathematical methods), timber yield estimation and regulation (mathematical methods), design of forest management systems, development of forest/conservation management plans, map reading, species identification, and forest inventory/ floristic survey/ wildlife census. Design and commission research, implement and disseminate research findings (innovate and forest science development) advance forest science through research and communication of research findings. Skills: Extensive knowledge and technical skills of project management, facilitation and coordination skills as well as excellent analytical thinking and problem solving, superior verbal and written communication and presentation skills. Good leadership and interpersonal relations. Ability to negotiate in difficult situations. Advanced computer skills in MS Office software. Physical fortitude and ability to work extensive hours and under pressure. A valid driver's license and must be willing to travel.
<b><u>DUTIES</u></b>	:	Monitoring of forest resources through forest assessments and surveys: involving classification and mapping of forests, field data collection, data maintenance and analysis. Design and conduct research and communication of research findings. Provide scientific advice in relation to the protection of trees, forests and environmental resources Provide scientific guidance on sustainable forest management for planted trees and all types of forests, with reference among other to water, soil conservation, climate change and biodiversity; and risks such as fire, pests and diseases. Conduct data analysis on various forestry related topics. Development of information products about forestry and related subjects. Provision of technical support for compliance and law enforcement measures as well as integrated environmental management. Provision of forestry scientific support in relation to domestic and international policy discourse, including multilateral environmental agreements. Liaise with stakeholders, coordinate and facilitate events and meetings. Supervision of staff, financial and physical resources of the unit as well as reporting.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Bester Tel No: (012) 309 5767
<b><u>NOTE</u></b>	:	All shortlisted candidates will be subjected to skills/knowledge test as part of the selection process.
<b><u>POST 30/22</u></b>	:	<b><u>SENIOR FOREST SCIENTIST REF NO: FOM 45/2023 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum, (Total package of R529 878 per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma / Bachelor of Science. (NQFL6) in Forestry or Natural Science. 2-3 years experience in Forestry or related field Understanding of forest science theory and application, understanding of the forestry legislation and regulatory framework, project management. An Honest, reliable, Accuracy and precision, Initiative, creativity, problem solver, Ability to work long hours voluntarily, physical fortitude and ability to conduct physical fieldwork work, ability to gather and analyse information, ability to develop and apply technical procedures/policies, ability to work individually and in team, good interpersonal relations skills, ability to work under extreme pressure, Character beyond reproach, Articulate, sense of responsibility and loyalty. A valid driver's license and must be willing to travel. Skills: Computer software, Research, Analytical, Organising, Planning, Presentation, Forest mensuration + GIS, Good

- communication skills (verbal and written) Good interpersonal. General science foundation.
- DUTIES** :
- Monitor natural forest resources for Sustainable Forest Management. Maintain existing forest monitoring systems for all types of forests (Natural Forests, Woodlands, plantations, and other cultivated forest trees) Conduct Forest surveys and inventories. Produce original data through field recording as per forest monitoring programs and projects. Conduct preliminary data integrity evaluations. Apply appropriate data archiving protocols to ensure data preservation and accessibility. Process data gathered and interpret information during forest monitoring, including through use of applicable software and modelling approaches. Conduct Forest Surveys and inventories. Provide Scientific and Technical Support for Protection of Trees and Forests. Provide data in relation to threatened forest ecosystems and other vegetation types. Provide scientific and technical support towards planning for protection of forests and woodlands. Conduct field assessments and site inspections to generate updated site-specific information. Provide technical support and scientific content in the development of forest conservation / management plans. Provide Technical Support for Regulation of Forests. Provision of advice on matters regarding to development affecting forests. Assist internal clients with provision and site visit in relation to EIA and provide mitigation measures for implementation (Environmental Impact Assessment). Provide Scientific information and technical advice in support of policy development and implementation; including domestic and international policy processes such as relating to climate change, biodiversity, desertification and international trade in forest produce and wildlife.
- ENQUIRIES** :
- NOTE** :
- Mr JJ Bester Tel No: (012) 309 5767
- All shortlisted candidates will be subjected to skills/knowledge test as part of the selection process.
- POST 30/23** :
- GISC TECHNICIAN PRODUCTION GRADE A-C (OSD) REF NO: FOM44/2023**
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- Applicants must be in possession National Diploma / Bachelors' Degree (NQF Level 6) in GISc / Cartography or relevant qualification with 3-year post qualification technical GISc experience in forestry or natural forest resource management planning and implementation or related fields. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Knowledge of Geo-Database design and analysis. Knowledge of research and development. Legal and operational compliance. Programme and project management. Advance Computer skills, Planning, Organising and Execution, teamwork, Problem Solving Analysis and Decision Making, Customer Service, Communication and Interpersonal Relations, Language Proficiency. A valid driver's license.
- DUTIES** :
- Develop and maintain geospatial data / metadata for all forestry resources. Update and maintain the forestry Geo-database. Ensure that accurate data is backed-up in forestry database for the forestry regions throughout the country. Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Develop and implement relational / object orientated databases. Produce customised maps to meet client's needs. Advice on GIS equipment(s), software, data and products. Undertake spatial analysis with regards to GIS projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GIS forums. Ensure accurate data to GIS server is available. Develop maps for management of forest plantations, indigenous/natural forests, fire protection and afforestation, amongst others. Ensure that maps are printed and available electronically. Maintain GIS tools. Train End-users on basic GIS Skills. Compile content for web publishing. Updating of GISc software and renewal of licenses. Documentation of GIS processes. Provide training and support to the GIS interns. Ensure the verification of State Land Register and State Forest Land and boundaries. Identify outstanding forest names for substation offices and beacons. Coordinate the establishment of FMU boundaries for forest patches. Mentor candidate technicians to ensure competent knowledge base. Produce maps from the compared forestry data with the latest land cover. Conduct field visits to validate the google earth polygons. Document organisational GIS

challenges. Organise workshops for user requirements analysis. Identify gap analysis on available spatial information in the organisation. Document software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs.

**ENQUIRIES**  
**NOTE**

- : Mr JJ Bester Tel No: (012) 309 5767
- : All shortlisted candidates will be subjected to skills/knowledge test as part of the selection process.

**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 Resource policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 08 September 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned 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. Posts will be filled in line with the approved departmental Employment Equity targets. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**MANAGEMENT ECHELON**

- POST 30/24** : **DIRECTOR: STRATEGIC PLANNING, AND PERFORMANCE MONITORING**  
**REF NO: 3/1/5/1-23/37**  
Chief Directorate: Strategic Planning, Performance Monitoring and Risk
- SALARY** : R1 162 200 per annum, (all-inclusive remuneration package). Comprising of a basic salary (70% of the package) of which 30% may be structured according to the individual's needs. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Public Management/Development Studies/ Business Management/ Social Sciences/ Behavioural Sciences or



equivalent relevant tertiary qualification that includes planning and or monitoring and evaluation (NQF level 7 as recognised by SAQA). Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. The successful candidate should have a minimum of 5 years' experience at Middle Management Service level with experience in development of Strategic Plans Annual Performance Plans and Operational Plans. The individual should be familiar with government planning cycles and methodologies as well as reporting obligations and formats. Demonstrable knowledge and experience in organisational performance monitoring and reporting is required. He/she should have thorough knowledge and understanding of Public Service and Planning regulatory framework (legislation, directives and regulations); knowledge and implementation experience of the Operations Management framework including Service Delivery Improvement and Business Processes. Ability to communicate excellently across all levels of employees in the department. Extensive report writing skills and experience. Strong Financial and Human Resource Management skills. Computer Skills. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

**DUTIES**

: The successful candidate will be responsible to provide effective strategic leadership and management to the Directorate. Coordinate departmental inputs into government planning processes including the MTSF. Facilitate the development of the departmental strategic plan, and annual performance plans, service delivery model, service delivery improvement plans, business processes and departmental performance reports. Ensure validation and approval of performance reports by respective delegated authorities. Manage human and financial resources of the Directorate according to departmental prescripts. Convene strategic planning session for the GCIS branches. Quality assure the inputs to ensure alignment between outcomes, outputs, outputs indicators and targets. Review all TIDs for indicators to ensure alignment with output indicators. Convene Chief Directorate's engagement on the inputs for the draft APP. Consult with branches and Chief Directorates on inputs received from AGSA and the DPME on the draft APP. Facilitate development of Annual Operational Plans by Branches. Consolidate inputs from engagements with branches and finalise all AOPs. Coordinate the process for the development of the GCIS Strategic Planning, Monitoring and Reporting Framework. Consultation with the DPME on the guidelines for the development of the Mid-Term Review Report. Convene a meeting with the DPME regarding the development of the Mid-Term Review Report. Coordinate the process for the establishment of an internal multi-disciplinary Task Team for the development of the Mid-Term Review Report. Develop a template for capturing of performance information. Collate performance information and/or reports across branches. Convene a meeting with the internal Task Team for the development of the Mid-Term Review Report. Conduct analyses of performance information and/or reports across branches and research unit. Coordinate the process for the development of the draft Mid-Term Review Report. Circulate draft Mid-Term Review Report to Chief Directorates and DPME for inputs. Coordinate the development of the AR and submission for approval to the relevant structures. Provide leadership in the implementation of the Public Service Operations Management Framework. Ensure the Directorate complies with relevant public service legal/regulatory requirements and/or guidelines. Implementation of corrective measures as required by AGSA and Internal Audit. Participate in relevant structures to plan for AG and Internal Audit requirements. Provide source documents responses and progress report required by in the performance audits by AGSA and Internal Audit.

**ENQUIRIES  
NOTE**

: Paul Kwerane Tel No: (012) 473 0407  
 : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race. To be eligible for appointment, it is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training->

course/sms-pre-entry-programme/. For more information regarding the course, please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

**POST 30/25** : **DIRECTOR: INTERNATIONAL MEDIA ENGAGEMENT REF NO: 3/1/5/1 – 23/38**  
Chief Director: Media Engagement

**SALARY** : R1 162 200 per annum, (all-inclusive remuneration package). Comprising of a basic salary (70% of the package) of which 30% may be structured according to the individual's needs. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Pretoria  
: Qualification: An appropriate Bachelor's Degree in Journalism, Communications, Media Studies or equivalent tertiary qualification Applicants must be in possession of a three-year Bachelor's Degree (NQF level 7) in Media Studies / Advertising/ Media Production or equivalent relevant tertiary qualification (NQF level 7 as recognised by SAQA). Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Middle/Senior Management Service level. Be willing to work long hours. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

**DUTIES** : Provide media liaison support to international projects. Provide leadership and an operate an efficient, effective and compliant Directorate, Provide strategic leadership and support in the government communication system by building, maintaining and improving relationships with media, Implement a proactive and reactive media and public engagement system by building, maintaining and improving relations with international stakeholders inbound and outbound, Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation). Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

**ENQUIRIES NOTE** : Mr William Baloyi Tel No: (012) 473 0497  
: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

**POST 30/26** : **DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-23/39**  
Chief Directorate: Products and Platforms

**SALARY** : R1 162 200 per annum, (all-inclusive remuneration package). Comprising of a basic salary (70% of the package) of which 30% may be structured according to the individual's needs. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Pretoria  
: Applicants must be in possession of a three-year Bachelor's Degree (NQF level 7) in Communication/Media Studies or related qualification. A minimum of 5 years' experience at Middle/Senior Management Service level in the communication and digital media space as well as management of a communication unit. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. He/she must have a thorough, broad and up-to-date knowledge of the news environment and government programmes, with a proven track record of digital content creation, copywriting and audience growth and demonstrate leadership in this area. Extensive knowledge of digital platforms; websites and social media platforms. Ability to repackage content to ensure its suitability for use on all platforms, various stakeholders and target audiences. The ideal candidate must be able to work under pressure and adhere to tight deadlines. The potential candidate must be innovative and

flexible in his/her approach to work and the work environment. Skills in photography, videography and graphic design are also a requirement. He/she must have an excellent command of English, grammar and syntax, and effective writing skills. Proficiency in other official South African languages would be an added advantage. Ability to write and compile reports. Monitor, analyse and interpret data on various platforms and advise management on appropriate communication actions and interventions. Excellent presentation creation and presenting skills. Excellent interpersonal and intercultural skills, complemented by a determination and resilience to pay meticulous attention to detail. Be willing and prepared to work long hours, including during weekends and public holidays, and travel locally. Computer literate – Microsoft Office Suite is essential. Adobe Creative Suite or other creative platforms would be an advantage. A valid driver's licence. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

**DUTIES**

: The successful candidate will be required to manage and provide strategic direction to the GCIS's digital media directorate. Develop, implement and maintain a digital media strategy for the GCIS. Ensure continued audience growth across all digital platforms of the GCIS. Ensure that the use of social media in the GCIS integrates with government departments and GCIS's communication strategies. Contribute to the development and maintenance of policy guidelines for the use of social media in the GCIS and government. Provide Strategic guidance, insight and training on the use of digital media to ensure best practice and effective use of digital platforms by government. Plan and execute continuous and proactive (long-term) digital media engagement to ensure a continuous presence on all platforms. Plan and execute digital media campaigns in support of specific government initiatives, programmes and activities. Work closely with internal and external stakeholders to ensure that digital media platforms contain relevant and engaging multimedia content. Keep abreast of developments and trends in digital media technologies, tools and applications, and of digital media practices in general and in government to ensure that the GCIS is well positioned and abreast of new developments and best practices. Monitor and respond timeously to issues about government in the online domain. Update, maintain, improve and develop the GCIS-managed websites. Contribute to the quality of government web publishing and participate in relevant forums and GCIS projects. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate. Manage human and financial resources of the Directorate according to departmental prescripts.

**ENQUIRIES**

: Ms Z Mngadi Tel No: (012) 473 0141

**NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

**OTHER POSTS**

**POST 30/27**

: **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 3/1/5/1-23/40**  
Chief Directorate: Internal Audit

**SALARY**

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

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicants should be in possession of National Diploma (NQF level 6) in Internal Audit/Bcom In Auditing/Business Administration/Public Administration or relevant qualification as recognized by SAQA Registration as a Certified Internal Auditor plus 4 years relevant experience internal audit of which 2 years should be on a supervisory/management experience (ASD- salary level 9 or 10); or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Generic competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and

communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, knowledge of The Public Finance Management Act, Treasury Regulations, Corporate governance, Development of policies and strategies.

**DUTIES**

: The successful candidate will be responsible for managing the internal audit sub directorate, ensure the maintenance of 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. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain internal audit methodologies policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans, Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Participate in the coordination with other internal and external service, providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment. 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 relevant continuous professional development activities (tools and techniques) as required/prescribed. Manage the sub-directorate Internal Audit, maintain discipline, manage performance and development, undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, procurement and asset management, plan and allocate work, quality control of work delivered by employees, functional technical advice and guidance.

**ENQUIRIES**

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

**NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.

**POST 30/28**

: **DEPUTY DIRECTOR: MEDIA CONTENT ANALYSIS REF NO: 3/1/5/1-23/41**  
Directorate: Government Communication Monitoring and Evaluation

**SALARY**

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

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicant must have a relevant appropriate three-year tertiary Degree (NQF level 7) or a National Diploma (NQF level 6) in Media Studies, Communication, Politics, Social Sciences, Public Governance, or a relevant recognized qualification by SAQA with (4) years' relevant experience of which two (2) years should be at salary level nine (9) or ten (10), Strong knowledge and understanding of Government policy priorities. Knowledge of and an interest in the SA socio-political situation. and understanding of the media landscape. Proven experience in media content analysis processes and concepts. Experience working with databases and dashboards. Knowledge of public finance budgeting. The ability to work independently and under pressure. Time management and project management skills. Report writing and editing skills. Decision making and ability to delegate. Good communication, presentation, planning and research skills. Inclination to pay attention to detail and willingness to take initiative. Well-developed interpersonal and problem-solving skills as well as an ability to coordinate work within a team environment. Advanced computer skills (including power point, excel and databases). Proficiency in internet searches use of database and electronic dissemination of products.

- DUTIES** : To monitor and analyse media content of selected key government programmes and policies to inform communication strategizing and messaging. Provide media content analysis support to Government Communication Projects Attend and participate in daily Rapid Response meetings. Compile media content analysis/synthesis reports on identified issues for clients as and when required. Produce media content analysis reports on selected government priorities for key stakeholders. Produce daily media coverage reports on SONA and other key government events. Manage and supervise a team of media analysts. Assists with administrative functions of the directorate. Assist with the development and management of relevant media analysis systems. Provide mentoring and training on media analysis. Oversee the utilization of enterprise Information Management (IM) Systems, especially SharePoint Document Centre for the employees supervised.
- ENQUIRIES** : Nkele Sebasa Tel No: (012) 473 0207
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.
- POST 30/29** : **DEPUTY DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-23/42**  
Directorate: Western Cape Provincial Office
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants must be in possession of an appropriate three-year tertiary Degree (NQF level 7) or a National Diploma (NQF level 6) in Media Studies, Communication, Journalism, Social Sciences or relevant recognized qualification by SAQA. The applicant should have four (4) years of sufficient communication experience, of which two years should be on salary level nine (9) or ten (10), with knowledge of communication disciplines, including media liaison, research, grass-root and development communication. Job knowledge: Sound knowledge of the Western Cape Province and a solid understanding of the government communication system and the workings of provincial and local government are essential. Experience: Proven managerial experience with sound knowledge of the Public Finance Management Act. Knowledge and experience in managing procurement processes and development of content. Experience in project management is also vital. Competencies required: A valid driver's license and computer literacy are prerequisites.
- DUTIES** : The incumbent will be responsible for the following: Support the Provincial Director in managing the provincial office with special attention to monitoring of performance and reporting on the province business plan, financial administration, information management, assets and performance management. Support the Provincial Director in the development and maintenance of partnerships towards communication initiatives with stakeholders from government and civil society in the province. Support the Provincial Director with the extension of government communication systems to local government. Providing support to the district offices of GCIS in implementing communication activities and campaigns based on the Government Communication Programme. Support the Provincial Director in driving the marketing and communication Programme for Thusong Service Centre's. Support the Provincial Director in broadening the provincial Office stakeholder database for content dissemination. Support the provincial Director on content development. Oversight of research and other processes associated with the assessment of the communication campaigns in the province. Project leadership of government communication campaigns in the province when required.
- ENQUIRIES** : Ms Geraldine Thopps Tel No: (021) 418 0533
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.
- POST 30/30** : **ASSISTANT DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-23/43**  
Directorate: Western Cape Provincial Office
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Cape Town

- REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communications or related qualification, as recognized by SAQA. Three (3) years of Communication experience of which one (1) year should be experience on salary level 7 or 8, with knowledge of communication disciplines, including media liaison, research, and development. The candidate must have an understanding of development communication and knowledge of the Western Cape Province. Skills: Communication, Good interpersonal skills, and Computer literacy. Some knowledge of administration and finance is required. Applicants must in possession of a valid Code 08 driver's license as the work involves extensive traveling.
- DUTIES** : The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Western Cape Office including desktop research duties and impact assessments.
- ENQUIRIES** : Ms Geraldine Thopps Tel No. (021) 4180533
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.
- POST 30/31** : **ASSISTANT DIRECTOR: DOMESTIC MEDIA ENGAGEMENT REF NO: 3/1/5/1-23/44**  
Directorate: Domestic Media Engagement
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF level 6) Undergraduate Bachelor Degree (NQF level 7) in Communication Science/ Public Relations/ Media studies/ Journalism or related field as recognised by SAQA. At least three (3) years' experience in government communication, of which one (1) year should be at salary level Seven (7) or eight (8). Sound writing skills and excellent interpersonal skills are a prerequisite. Media writing experience. Applicants should have a sound understanding of government policies and priorities. Stakeholder relations and event coordination experience. Project management for communication and analytical communication research skills. The candidate should also have media liaison skills and experience in working on key government projects. The candidate should also be able to work under pressure and independently. The position requires an individual who is willing to work extra hours and over weekends. Strong computer literacy is also a requirement of the position. Knowledge of digital media platforms; Zoom, Twitter, Microsoft Teams. A valid driver's license. Experience in utilising digital platforms to communicate government's programme of action.
- DUTIES** : The successful candidate will be required to provide media liaison support to government departments and key government projects. Prepare and implement media plans for projects including media interview schedules. Facilitate engagement platforms to establish and maintain good working relations with media. Research and information gathering for communication purposes. Identify strategic platforms for the placement of government content. Assist to facilitate communication of Cabinet decisions. Arrange media briefings including writing and distribution of media statements and advisories. Lead media subcommittee meetings and arrange media content briefings Coordinate livestreaming of media briefings on digital platforms (Twitter, YouTube and Zoom). Assist with rapid response issues on a daily basis and supplement activities with relevant media liaison support. Provide media engagement logistical and administrative support. Assist with human resource management, procurement, financial management, reporting and implementation of internal and external government policies.
- ENQUIRIES** : Pheliswa Tel No: (012) 473 0230
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.

**POST 30/32** : **ASSISTANT DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-23/45**  
 Directorate: Digital Media

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate three-year tertiary Degree (NQF level 7) or National Diploma (NQF level 6) in Communication, Journalism, Information Communication Technology or equivalent related qualification as recognised by SAQA. Three years' relevant experience in the field of which one year should be experience at salary level 7 or 8. Experience and skills in planning content, writing and maintaining social-media content, using social media as part of government communication plan and project management. Experience in using web Content Management Systems (CMS), videography, photography and/or graphic design will be an advantage. Knowledge of and an interest in current affairs and the functioning of government. Knowledge of latest trends in social media practices. Excellent English writing and sub-editing skills. Planning and organising skills. Excellent interpersonal, liaison and communication skills. Ability to work independently and accurately, under pressure and meet short deadlines. Computer and mobile phone application knowledge is required, along with technical working knowledge of social media platform marketing procedure.

**DUTIES** : The successful candidate will be responsible for the continuous creation and management of editorial content calendar and ensure timely publication on social media accounts maintained by the GCIS. Liaising with role-players, preparing content for social media accounts (abstracting, writing, language and content editing), continuous quality control, updating of website content on a Drupal CMS, creating dynamic written, graphic and video content that promotes audience interaction on the social media accounts maintained by the GCIS, compiling social media strategy/plans for government campaigns and events, keeping track of insights and analysing the performance of social-media campaigns, compiling exit reports, writing and distributing e-newsletter to mailing list subscribers, knowledge of social media monitoring tool to track, monitor, engage and target audiences, proactively identifying content opportunities and/or potential issues relating to government. Help develop/design visual content and/or produce videos. Stay up-to-date on social media trends and best practices. Research and recommend trends, social channels and influencers. Assisting the Deputy Director to manage human resources and plan for the forum and successful operation of the unit. The incumbent will, at times, be expected to work unusual hours including weekends and public holidays.

**ENQUIRIES** : Ms Greeff Estelle Tel No: (012) 473 0078  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regales of race and gender.

**POST 30/33** : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 3/1/5/1-23/46**  
 Directorate: Parliamentary Liaison  
 Re-advert Those who previously applied are encouraged to apply

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants should be in possession of recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies, Journalism or equivalent related qualification as recognised by SAQA. Three (3) years' experience in the media and communication environment, of which one (1) year should be experience on salary level seven (7) / eight (8) or supervisory level. Furthermore, the applicant must have knowledge of department policies and procedures, Project Management, Batho Pele Principles as well as skills in planning and organising, building interpersonal relationships, management and leadership, Computer Literacy, Writing and Communication as well as problem solving, Innovation, Listening and Observation, Negotiation and Event Management. Stakeholder engagement with key focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and Platforms and Government cycle of communication. Ability to work in a team is highly beneficial. A valid driver's license and computer literacy are prerequisites.

**DUTIES** : The successful candidate will be required to design and coordinate the media activity diary on behalf of government communication in Parliament. Ensure media liaison support is given to government-related media activities in the Parliamentary precinct and beyond. Distribute media releases/advisories statements to external stakeholders, including the media. Identify communication opportunities and appropriate communication interventions together with the Deputy Director. Keep abreast of developments within the Parliamentary environment that may impact on government communication and participate as well as consult with the Department's communication structures in order to coordinate communication activities on behalf of Government in Parliament. Monitor and interpret Parliamentary Processes to assist with government messaging and communication. Supervise databases, including media and other stakeholders that may have interest in government work in parliament. Facilitate hybrid, virtual and physical interactions with media and have basic level of technical knowledge of social and broadcast media.

**ENQUIRIES** : Ms L Cerf Tel No: (021) 465 3658  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regales of race and gender.

**POST 30/34** : **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-23/47**  
Directorate: Research and Knowledge Management

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant should be in possession of an appropriate 3 year Degree (NQF Level 6/NQF Level 7) in communication science/Social Science/Political Science or Statistics. Three years of experience in research/ communication research of which one year should be at salary level seven (7) or eight (8) (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and governmental affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend night away from home.

**DUTIES** : Assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and support service to GCIS and to clients in terms of communication research. Professionally liaise with the service providers and clients. Use SPSS and MS Excel programmes for quantitative data. Interpret research result and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research finding at various stakeholders meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management. Work as part of the team in the Directorate and GCIS project teams. Competency test: Shortlisted candidate will be subjected to a competency test.

**ENQUIRIES** : Dr Ntombifuthi Nala Tel No: (012) 473 0218  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race.

**POST 30/35** : **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1-23/48**  
Directorate: Communication Resource Centre

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate three-year National Diploma (NQF level 6) or a Degree (NQF level 7) in Journalism, Media Studies,



Communication or equivalent related qualification as recognised by SAQA, with at two (2) years relevant experience. Strong knowledge of the Government communication environment and Government's Policies and Key Priorities. Knowledge and understanding of the South African media landscape. Strong and proven experience in media monitoring. A good command of the English language. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Well-developed interpersonal and problem-solving skills. Advanced computer skills; proficiency in internet searches, databases and electronic dissemination of media products.

**DUTIES**

: The successful candidate will be responsible for monitoring of national and international print, broadcast and online media on issues affecting Government and the country. Identifying key issues in the media environment that require Government attention and alerting relevant stakeholders to developments in the media environment. Producing media coverage reports on issues affecting Government and the country. Capturing metadata related to media coverage on Government priorities and other issues as may be required from time to time for media analysis purposes. Capturing metadata related to media coverage on key Government communication campaigns for media analysis purposes. Quality control of media coverage reports, press clippings and other related products and services. The successful candidate will be required to work irregular hours, extra hours, on weekends and during holiday periods, and on public holidays.

**ENQUIRIES**

: Ms A Language Tel No: (012) 473 0018

**NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regales of race and gender.

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE** : 08 September 2023 before 12h00 noon No late applications will be considered.

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

## OTHER POSTS

**POST 30/36** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: ASD/CHN-ER/2023/08-1P**  
HR Employee Relations

**SALARY** : R424 104 per annum (Level 09), (basic salary)  
**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A relevant three-year Bachelor Degree/National Diploma in the field of Human Resource Management/Industrial Psychology / Behavioural Science (at least 360 credits) with four (4) years' experience within the Change Management and Transformation environment. Candidates with Change Management and Transformation experience within the Public Service may receive preference. PROSCI Change Management certificate will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Act, Policies and Regulations. Knowledge of Change Management and Transformation within the Public Service. Knowledge of Employment Equity Act. Presentation skills. Analytical skills. Planning and organising skills. Change Management and Transformation skills. Report writing skills. Project Management skills. Excellent written and verbal communication skills (presentation skills). Ability to communicate at all levels. Problem solving skills. Attention to detail and accuracy. Customer orientated. Ability to produce and interpret statistical data. Ability to prioritize work. Ability to meet strict deadlines. Ability to deal with confidential matters.

**DUTIES** : Ensure development and implementation of the change management strategy and programmes. Support the process of developing change management strategy. Support development of change management materials, tools and content for the Department. Support communication with all clients and all levels of management, determines client needs and ensures that the needs in terms of all investigations are met. Support facilitation of group sessions and discussions in workshops. Data capturing for Change Management projects. Engage with stakeholders to obtain buy-in to the change initiative. Provide feedback to stakeholders on change initiatives progress. Evaluate return on investment and adoption of changes in the organisation. --Ensure successful business transformation. Compile the Employment Equity plan and reporting to the department of Labour. Compile the Gender Equality and Job access reporting and planning to the DPSA. Compile diversity plan and implement the plan. Management of Disability, Gender and Employment Equity mainstreaming. Facilitate the employee engagement programme. Assess the change impact and readiness for change management initiatives, identify key barriers. Organize office logistical matters. Provide the need for and benefits of change. Develop survey material and tools to analyze culture of department. Management of the Business unit. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan. Implement and maintain the policies and strategy pertaining to the business unit. Measure the effectiveness of strategy and implementation of policies on an ongoing basis and make recommendations to review and amend them appropriately.

**ENQUIRIES** : Koena Tibane on Tel No: (011) 941 1953  
**APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [Recruit1@phakipersonnel.co.za](mailto:Recruit1@phakipersonnel.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : The purpose of the role: To facilitate and implement change management programmes and processes in achieving the GPAA's strategic goals. One permanent position of ASD: Change Management is currently available at Pretoria Head Office.

**POST 30/37** : **SENIOR ADMINISTRATIVE OFFICER (KEY CUSTODIAN) REF NO: SAO/KEY/2023/07-1P**  
Physical Security

**SALARY** : R359 517 per annum (Level 08), basic salary  
**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A recognized three-year tertiary qualification, National Diploma/Degree in Security Risk Management (at least 360 credits). Three years appropriate experience within the Security environment as Key Custodian which include at least one-year supervisory experience. A relevant NIA security management

course will be an advantage. PSIRA registered Grade A/B. Valid driver's license (code 8) of at least one year old. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Client Relationship Management. Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of Physical security communication security, IT security, security awareness. Knowledge of Private security Industry Regulatory Authority. Knowledge of Criminal Procedure Act. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Knowledge of Application of the prescribed minimum Information Security Standards (MISS). Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of Disaster Management Act and any other relevant and applicable security directives, legislations and regulations. Knowledge of GEPF services and products will be an advantage. Analytical skills. Facilitation skills. Presentation skills. Report writing skills. Motivational skills. Customer relations. Supervisory skills. Leadership skills. Problem solving skills. Excellent verbal and written communication skills with the ability to communicate at all levels. Organization and coordination. Driving skills (hence the requirement of a license). Ability to build strong network relationships. Work independently. Experience in security breach/incident investigation. Persuasiveness. Reliability. Stress coping abilities. Ability to meet deadlines. Integrity. Ability to multi focus.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Implement key control and incident management procedures and policies: Provide advice and guidelines on the interpretation and application of legislation, policies and procedures. Drafting of a Key Management Policy and Procedure for adherence by all GPAA employees. Conduct periodic key inventory inspections. Implement and monitor the key control and incident management policies. Implement the operational plan and reports. Prepare and present quarterly reports to management. Conduct quarterly audits on the day-to-day management of keys at all GPAA offices, draft corrective actions. Draft an Incident Management Policy and Procedure to which all incidents will be administered. Ensure compliance with the GPAA Key Management Policy and Procedure. Manage the utilization of keys within GPAA: Establish and maintain key control register. Conduct periodic key inventory inspections. Conduct maintenance and operation of the GPAA's key depository (keys to certain areas are issued and returned to the custodian). Ensure that spare keys are always available at all offices. Managing and storing of keys. Conduct regular inspection of locks and keys. Regular after hour visits to security control point to determine if duplicate keys are managed correctly. Conduct operation and maintenance of GPAA's key depository. Facilitate training on setting of safe combinations to employees. Ensure that all key incidents are reported: Compile the routine correspondence and reports on incidents. Maintain the incident report. Liaise with the relevant stakeholders on the incidents reported. Produce monthly key audit reports. Investigation regarding the reporting of lost keys. Compile a database on all related incidents and breaches. Compile a database on which incidents will be recorded and administered. Check OB at GPAA head office to get familiarized with all security incidents and breaches. Manage procedures followed by the Emergency Control Centre in cases of incidents/ breaches. Conduct quarterly audit on incident administration at all GPAA offices to ensure compliance to GPAA Incident Management Policy and Procedure. Provide feedback and report to relevant stakeholders: Compile inventory reports on the lock and keys. Draft weekly reports for completion by all responsible employees / service providers to remain up to date with Establishment and maintenance of key control registers. Compilation of routine correspondence and reports regarding key incidents and investigations. Compilation of monthly reports about key control matters. Compile monthly report on incidents experienced and feedback obtained with corrective action proposed and implemented. Provide security services in GPAA adhoc and special events: Manage safety and security at GEPF and GPAA special events. Coordinate and submit a completed event categorization form to SAPS office. Facilitate security cluster stakeholders' plenary meetings for GEPF national community road shows. Conduct security risk assessments and submit propose mitigating strategies. Develop and submit operational plans for events. Manage all security – related events, activities and ensure compliance with legislative requirements. Facilitate and manage parking arrangements and allocations for GEPF customers and GPAA staff personnel.

**ENQUIRIES**

: Mapule Mahlangu Tel No: (012) 399 2639

**APPLICATIONS**

: It is mandatory to email your application (comprehensive CV and new Z83 signed) to [Recruit2@gpaa.gov.za](mailto:Recruit2@gpaa.gov.za) quoting the reference number in the subject heading of the email.

**NOTE**

: The purpose of the role: To provide keys custodian and incident management processes and activities within GPAA. One permanent position of Senior Administrative Officer: Key Custodian is currently available at Pretoria Head Office.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

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

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 08 September 2022 at 12pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed and signed Z83 and a detailed Curriculum Vitae. Only Certified copies of qualifications and other relevant documents will be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**OTHER POSTS**

- POST 30/38** : **FINANCIAL ANALYST (JOBS FUND) REF NO: G24/2023**  
(Term: 24 Months Fixed Term Contract)
- SALARY** : R811 560 per annum (Level 11), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) in Finance or Economics or related field. A Qualification in Public Finance will be an added advantage. A minimum of 4 years post training/ internship experience with at least 6 years' experience in Project Finance, Corporate Finance or Structured Finance with at least 1 year at management level. Experience in the public service will be an added advantage. Competencies Required: Computer Literary: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues

and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Resources Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

**DUTIES**

:

To analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents.

Jobs Fund Portfolio Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

**ENQUIRIES** : HR: Kaizer Malakoane at (066) 250 7072, [kaizer.malakoane@qtac.gov.za](mailto:kaizer.malakoane@qtac.gov.za)  
 Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

**POST 30/39** : **COMMUNICATION OFFICER (JOBS FUND) REF NO: G25/2023**  
 (Term: 24 Months Fixed Term Contract)

**SALARY** : R424 104 per annum (Level 09), (excluding benefits), PSR 44 will apply to candidates appointed in the salary level

**CENTRE** : Pretoria

**REQUIREMENTS** : A bachelor's degree/ National Diploma in Communications or related field, a Postgraduate qualification in marketing and/or communications, and or public relations will be an added advantage. 3-4 years of experience in the management, promotion and delivery or corporate communication strategic and operational activities, and public relations, experience working in a public sector is highly desirable. Overall, the Jobs Fund is looking for a highly motivated and professional individual with a passion for communications, social development, and creating an impact. This individual is expected to, amongst others: Hit the ground running and quickly develop a comprehensive understanding of the organisation, its strategy, its projects and where it is located within South Africa's development landscape; Use their creativity to put forward ideas to promote the work of the Jobs Fund; Have excellent spoken and written English language skills; Gather information for the production of good quality, relevant articles/content; Manage the Fund's social media accounts; Have excellent professional etiquette and display this at all times; Be comfortable working independently, keeping track of deliverables and ensuring communications targets are met on time, as per the expected quality standards. Competencies Required: Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT, includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email).



Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks, and consequences. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.

## **DUTIES**

: The Communications Officer will be responsible for coordinating the planning and execution of the knowledge sharing and communications activities of the Jobs Fund Project Management Office (PMO). This includes producing content, organising events, sourcing information, monitoring, and responding to internal and external enquiries, managing databases and records, and contributing to the Jobs Fund (JF) communications strategy. Public Relations: Plan and coordinate public relations programmes designed to create and maintain a favourable public image for JF. Provide clients with information about new promotional opportunities and current PR campaigns progress. Design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos. Events: Plan and implement promotion of events to target audiences in order to maximise JF's profile (such as webinars, press conferences, open days, exhibitions and site visits). Coordinate requests from Jobs Fund Partners and External stakeholders for JF to participate in events, obtaining the relevant approvals from management. Prepare speaking notes and/or presentations for events. Communication Framework: Coordinate communications strategies, including the development of brochures, social media posts, website content, articles, corporate publications, and media releases to maximise promotion and reach of activities. Form partnerships with relevant bodies and persons on developments in the fields of Communications. Subscribe to relevant publications, Newsletters, and websites to keep abreast of developments in the fields of Communications and PR and socio-economic development. Promote the participation of management in relevant industry events, conferences, and workshops. Develop, communicate, and monitor compliance against guidelines and procedures related to organisation-wide communications policy. Promotions and Marketing: Assist in providing content, production and design advice for all marketing/ PR/ communications publications as required. Develop new publications and facilitate other information-sharing opportunities to assist in achieving marketing targets. Coordinate market research to understand the needs of specific target groups and ensure maximum participation in all internal and external JF surveys and polls. Website and Social Media Administration: Leverage existing and emerging technologies to engage audiences including integration of social media into marketing campaigns and activities to maximise effectiveness. Review and redevelop the presentation of website, intranet, social media, and other digital applications to ensure currency and communication excellence whilst enabling continuous improvement. Coordinate all social media activity (Twitter, Facebook, LinkedIn) and manage corporate social media accounts. Inbound and Outbound Communication: Coordinate and monitor JF's internal communication programme. Manage the Jobs Fund inbox and ensure all enquiries are responded to within the acceptable time limit. Escalate issues to management. Coordinate the communication with applicants during funding rounds: Respond to queries from applicants; Ensure that applications to the JF who are not successful are duly informed; Communicate eligibility criteria to unsuccessful applicants as per instruction from management. Communicate approved publications and invitations to internal and external stakeholders as

applicable. Database Management: Proactively identify key stakeholders and contacts that can be useful in promoting the Jobs Fund network and influence and with management concurrence update the Jobs Fund Contacts Database. Be the custodian of the media list, the communications database, and the enquiry log. Maintain and update the databases as per the prescribed intervals which could be daily, a few times per week, monthly or quarterly. Regularly submit the enquiries database and summary of activity to management. Liaise with legal regularly on POPIA compliance and remove any individuals on the database who no longer wish to receive JF publications.

**ENQUIRIES**

: HR: Kaizer Malakoane at (066) 250 7072, [kaizer.malakoane@gmail.com](mailto:kaizer.malakoane@gmail.com)  
Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 11 September 2023
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POSTS

- POST 30/40** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: NDOH 46/2023**  
Directorate: Environmental Health
- SALARY** : R946 461 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Environmental Health. A Degree (NQF 7) in Environmental Health will be an advantage. Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner and in good standing. At least three years' experience in Environmental Health in a local, provincial, or national sphere government as Assistant Director. Knowledge on development of health information system and experience in implementation processes. Knowledge and experience on monitoring and evaluation of relevant systems, indicators and services and report writing. Knowledge of related legislation applicable to environmental and port health services. Good communication (verbal and written), analytical, project management, research, presentation, and computer skills (MS Office packages). A valid driver's license.
- DUTIES** : Identify Environmental Health (EH) priority diseases and establish an environmental health surveillance programme. Coordinate and support provinces and municipalities in environmental health surveillance matters. Develop and manage an Environmental Health Information System (EHIS). Ensure engagements and coordination with various sub-programs within the Cluster on information related matters. Monitor data collection, reporting, and analyse health reported data. Monitor environmental health indicator data set reporting in the District Health Information Systems (DHIS). Monitor and provide support to provinces and municipalities on environmental health surveillance and information management issues. Conduct the necessary capacity building to provinces and municipalities on environmental health

		information systems. Manage and supervise staff and resources. Develop and monitor work plans and performance for the sub-programme.
<b><u>ENQUIRIES</u></b>	:	Ms APR Cele Tel No: (012) 395 8522/21
<b><u>POST 30/41</u></b>	:	<b><u>DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES GRADE 1 (EPIDEMIOLOGY AND SURVEILLANCE) REF NO: NDOH 49/2023</u></b> Directorate: Epidemiology and Surveillance
<b><u>SALARY</u></b>	:	R946 461 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A National Diploma (NQF 6) in Biological Sciences or Public Health and registration with HPCSA in the relevant profession. A Bachelor's Degree in Epidemiology (NQF 7) qualification will be an advantage. At least three (3) years' experience after registration with HPCSA in epidemiology and/or public health. Knowledge of epidemiology and research principles, diagnosis, and treatment of emerging and infectious diseases. Understanding of the epidemiology and surveillance of communicable and non-communicable diseases as well as experience and skills in epidemiology and research methods. Knowledge and experience in monitoring and evaluation of activities as well as development of policy guidelines. Good communication (verbal and written), presentation, leadership, training, report writing, co-ordination, project management, planning, organization, and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<b><u>DUTIES</u></b>	:	Strengthen the implementation of regulations relating to the surveillance and control of notifiable medical conditions (National Health Act, 2004 No 61 of 2003). Coordinate drafting and inputs on regulations relating to the surveillance and control of notifiable conditions. Strengthen epidemic preparedness and response in line with adapted International Health Regulators. Assist in establishing a functional mechanism for the coordination and integration of relevant sectors in the implementation of surveillance. Implement effective surveillance systems, policies, and guidelines to support the implementation of the Integrated Disease Surveillance and Response (IDSR). Manage risks associated with the implementation of KRAs. Develop surveillance information systems, conduct research, and produce monitoring reports for disease outbreaks and implementation of IDSR.
<b><u>ENQUIRIES</u></b>	:	Ms T Zondi Tel No: (012) 395 8411
<b><u>POST 30/42</u></b>	:	<b><u>DEPUTY DIRECTOR: HOSPITAL MANAGEMENT REF NO: NDOH 47/2023</u></b> Directorate: Hospital Management
<b><u>SALARY</u></b>	:	R811 560 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A National Diploma (NQF 6) in Health Science/Hospital Management/Health Services. A Bachelor's Degree (NQF 7) will be an advantage. Five (5) years' experience in health services and hospital management and quality improvement. Knowledge and experience in policy development and analysis. Knowledge of the National Health Act and other relevant legislation and prescripts. Knowledge of General Healthcare Management and Healthcare Systems, Public Policy and Frameworks, Human Resources Policies and Application and Corporate Governance. Knowledge of PFMA, DORA, Treasury Regulations and Health and Project Management Information Systems. Good communication (verbal and written), planning, organizing, problem solving, decision making, project management, team leadership, people management, facilitation, change management, interpersonal relationship, and computer skills (MS Office package). A valid driver's license.
<b><u>DUTIES</u></b>	:	Development and implementation of policy and provision of support for Provinces and Hospitals. Conduct stakeholder analysis to determine key stakeholders to participate in the process for the review of the regulation relating to the classification of Hospital. Development and implementation of organizational management and development guidelines. Strengthen and support decentralization of hospital management. Develop and monitor the Hospitals Improvement Plan and establish the hospital information systems.

		Develop a performance management system that will assist in monitoring and evaluation of hospital efficiency across the country. Review management training and development initiatives for hospitals and assist in the redefining of such programmes. Manage risk and audit queries.
<b><u>ENQUIRIES</u></b>	:	Dr R Ncha Tel No: (012) 395 8257
<b><u>POST 30/43</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION (CLAIMS) REF NO: NDOH 48 /2023</u></b> Directorate: CCOD
<b><u>SALARY</u></b>	:	R811 560 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg Bachelor's Degree (NQF 6) / National Diploma (NQF 6) in Financial Management or Accounting. A Bachelor's Degree (NQF 7) will be an advantage. At least five (5) years' experience as an assistant manager in financial management / fund management and/or claims management. Knowledge and understanding of the application of government and departmental policies. Sound understanding of financial policies as guided by treasury regulations. Good strategic capabilities and leadership, communication (written and verbal), computer literacy, coordination, and project management skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.
<b><u>DUTIES</u></b>	:	Management and supervision of claims section to ensure an effective service. General supervision of employees, Allocation of duties and performing quality control on the work delivered by supervisors. Advice and lead supervisors regarding all aspects of the work. Project management: support on the outreach and support projects set by the commissioner including supporting occupational health centres. Provide awareness, training and support to examine workers and mini workers on compensation and ODMWA. Preparation of audit and response to all findings, report on actuarial valuation of the fund and preparation of annual reports. Ensure procurement of the vendor on actuarial valuation. Performance monitoring and reporting. Prepare and present monthly and quarterly reports to the National Department of Health, Department of Monitoring and Evaluation and Legislated Committees. Provide support to the Directorate with transversal services including technical and administrative functions. Manage the budget and procurement administration process. Management of risk. Ensure the safety and confidentiality of the information and documents as well verify all the in and out correspondence and documents in the office of the Commissioner. Ensure and verify claims documents for the rightful beneficiary and avoid double payments.
<b><u>ENQUIRIES</u></b>	:	Ms Thembisa Mama Tel No: (011) 356-5602
<b><u>POST 30/44</u></b>	:	<b><u>ASSISTANT DIRECTOR: NUTRITION GRADE 1 REF NO: NDOH 51/2023 (X2 POSTS)</u></b> Directorate: Nutrition
<b><u>SALARY</u></b>	:	R578 367 per annum, as per OSD
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A four-year Bachelor's Degree (NQF 7) in Dietetics or Nutrition. A certificate in Communication will be an advantage. Current registration with the Health Professions Council of South Africa (HPCSA). At least five (5) years' appropriate experience after registration with the HPCSA as a Dietitian or Nutritionist of which three (3) years must be at supervisory level. Knowledge of principles of a human rights framework, health system and supporting structures in South Africa. Knowledge of relevant Acts, regulations, policies, strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes. Knowledge of the science of nutrition, social determinants and commercial determinants of health and its impact on nutrition and health outcomes. Knowledge of research methodologies for data collection, analysis and presentation, use of current evidence-based nutrition for improving nutrition outcomes, policy, strategies, guideline and training manual development and review process and the principles of effective monitoring and evaluation. Good communication (verbal and written), analytical thinking, facilitation, teamwork and teambuilding, flexibility and adaptability, networking and collaboration, negotiation, advocacy, problem

- solving, initiative and creativity, time management and computer skills (MS Office package).
- DUTIES** : Support the implementation of food and nutrition security interventions to address hunger, food insecurity and malnutrition in vulnerable populations. Implement the South African Food-Based Dietary Guidelines (SAFBDG) to promote good health and prevent chronic diseases. Establish nutrition research and surveillance system to inform evidence-based policies and interventions for improving population health and nutrition outcomes. Prevention and management of obesity in the South African population. Implement Nutrition Information, Education, Communication and Advocacy (NIECA) initiatives. Coordinate food fortification programme for addressing micronutrient deficiencies. Conduct capacity building and training initiatives to ensure the successful implementation and long-term sustainability of nutrition intervention/programmes. Collaborate with and provide technical support to relevant internal and external stakeholders.
- ENQUIRIES** : Ms Rebone Ntsie Tel No: (012) 395 9118
- POST 30/45** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 50/2023**  
Directorate: MBOD
- SALARY** : R424 104 per annum, (plus competitive benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Grade 12 (Matric). A Bachelor's Degree (NQF 6) / National Diploma (NQF 6) Office Administration / Office Management / Business Management/Administration and/or Public Administration/Management. A post-graduate qualification in the above will be an advantage. At least three (3) years' relevant experience as a Senior Administrative Officer or equivalent level. Knowledge of departmental government policies and procedures, Batho Pele principles, and PFMA and other financial management and associated scripts. Knowledge and experience in general administration, human resource management, and performance management. Good general, project, and conflict management, communication (written and verbal), computer literacy, leadership, innovative and problem-solving skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.
- DUTIES** : Manage and administer benefit medical examination process of active and examine employees. Supervision of registry, verification, and processing of benefit medical examination claims. Ensuring that benefit medical examination claims are sent for assessment. Support the office with transversal services and technical support administration functions. Ensure the provision of administration support services. Coordinate and assist in interacting with the supply chain management, asset management, infrastructure, transport, information technology, finance, and support services units. Control of documentations and manage risk and audit queries. Ensure that applications are correctly submitted to the database to avoid fraudulent applications. Monitor applications and report duplications. Manage and ensures effective personnel management for the section. Monitor that there are sufficient resources to effectively smooth operations and ordering of supplies in the unit when necessary.
- ENQUIRIES** : Ms D Leseyane Tel No: (011) 356 – 5669  
**NOTE** : Preference will be given to Coloured, Indian and white communities.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 11 September 2023

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

## OTHER POSTS

**POST 30/46** : **DEPUTY DIRECTOR: PROJECT MANAGER: ICT PROGRAMME AND PROJECT MANAGEMENT (INFRASTRUCTURE) REF NO: 23/94/ICT**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience at management (Assistant Director) level in ICT Project Management focusing on infrastructure; Knowledge and understanding of ICT project management and monitoring framework, government systems and processes; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of ICT Strategic Planning, ICT Business Value Metrics, Information and System Management, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies) with SCRUM processes, PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Problem solving and decision making; Team leadership.

**DUTIES** : Key Performance Areas: Manage the overall initiation, planning, execution, monitoring, controlling and closing of ICT infrastructure projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure projects; Manage the administrative support for ICT infrastructure projects and attend to all related project governance issues; Manage the Service Level Agreement (SLA) of service providers and monitor performance; Prepare progress reports for ICT infrastructure projects to all stakeholders, Manage the human, finance and other resources in the directorate.

**ENQUIRIES** : Ms. R Sema Tel No: (012) 315 1333

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address:

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

**POST 30/47** : **ASSISTANT DIRECTOR: PROJECT COORDINATOR: ICT PROGRAMME AND PROJECT MANAGEMENT BUSINESS APPLICATIONS: REF NO: 23/96/ICT**

**SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience as a Specialist in ICT Project Management; Knowledge and understanding of Project Management Framework, ICT Business Value Metrics, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies), PMBOK and Prince 2 Project Management Methodologies, MS Project/EPM Tool; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations, and Government financial systems and processes. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organising; Problem solving and decision making; Team leadership.

**DUTIES** : Key Performance Areas: Undertake the planning, execution, monitoring and controlling of ICT Business Applications and Infrastructure projects; Monitor, evaluate and report on budgets as project progresses; Manage administrative support to projects; Facilitate project related activities; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 30/48** : **LEGAL ADMINISTRATION OFFICER - (MR1) (FAMILY AND CIVIL SECTION) REF NO: 23/VA60/NW**

**SALARY** : R228 915 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Provincial Office – Mahikeng  
: An LLB Degree or 4 year recognized legal qualification; A valid driver's license; Knowledge of South African Legal System, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute resolution; Project management; Strategic capability and leadership skills; Conflict and knowledge management; Reliability; Excellent Communication (written and verbal); Computer literacy; Compliance management.

**DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, Director Public Prosecution, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover loss and damage to State property and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

**ENQUIRIES APPLICATIONS** : Ms L Shoai Tel No: (018) 397 7088  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.



**NATIONAL SCHOOL OF GOVERNMENT**

*The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.*



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or use the e-mail address indicated for each post. Should you submit your application and CVs to the address not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system.
- CLOSING DATE FOR ATTENTION** : 08 September 2023 at 16h00
- Enquiries: Kindly contact Mr Thabo Ngwenya Tel No: (012) 441 6108 or Mr Mpho Mugodo Tel No: (012) 441-6017.
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates non-SMS post might be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. Appointments are subject to personnel suitability to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the NSG Recruitment and Selection Policy and other prescripts. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

**OTHER POSTS**

- POST 30/49** : **ASSISTANT DIRECTOR: ETD COORDINATION REF NO: NSG 19/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09), plus competitive benefits cost to company.  
Pretoria
- A tertiary qualification registered at (NQF Level 6) in Human Resource Development, Business Administration & Management, Public Administration & Management, Operations Management or Project management. 3 years' experience in education, training, and development (ETD) coordination or working in an ETD environment, including supervisory experience. Knowledge: Good understanding of the education, training, and development (ETD) environment. Practical and proven knowledge of ETD co-ordination or client service coordination. Proficiency with necessary technology such as software applications, computers etc. Good understanding of the public sector, relevant policies, and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council

for Trades and Occupations, Council for Higher Education) Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. *Batho Pele* principles. Competencies/skills. Events and project management Time management. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Creative and analytical skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

## **DUTIES**

: Co-ordinate the planning process for the delivery of ETD events (e.g., face to face, virtual, e-learning and blended training). Manage bulk booking not to exceed the actual booked number. Co-ordinate ETD interventions with client departments, contracted service providers, and internal business divisions. Manage the processes related to procurement of logistics (e.g. venue and catering). Deployment of the panel of experts and HEI's in accordance with their area of specialisation. Prepare case files for handover (final attendance registers, verification of captured records, deviation memos/submissions, etc.) and submit to Learner Records after course reports. Management of priority clients (schedule meetings, ensure MOU/MOA project plans implementation). Monitor and assess each ETD event's success, prepare reports and identify areas of improvement. Manage the logistics related to printing and packaging of course material (for face-to-face training) and delivery before the ETD intervention. Monitor and replenish the stock levels of course material timeously and efficiently. Ensure the distribution and completion of learner evaluation questionnaires and feedback forms and submit to the relevant business unit. Ensure the thorough completion of attendance registers and the prompt receipt of reports from the panel of experts and higher education institutions (HEIs) subsequent to the educational and training development (ETD) intervention. Quality assure physical and online documentation received from the Contact Centre before co-ordination activities. Manage the quality of course materials distributed in line with the approved specification before printing as well as before dispatch to clients. Undertake periodic site visits to ETD venues (internally and externally) to ensure quality standards. Monitor the quality and performance of service providers responsible for catering, venues, and printing in line with the NSG policies and standards. Create awareness of NSG Standards, to Departmental Coordinators. Provide support in the orientation of contracted panel of experts and HEI's and assist in presenting on training logistics matters. Manage and verify the accuracy of data capturing into the system. Ensure quality of the ETD interventions into the system, through continuous monitoring and in liaison with relevant programme managers. Manage data integrity and security of learner personal information into the system. Liaise with Learner Records after each ETD intervention for the issuing of payments and certificates. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES** : Thabo Ngwenya Tel No: (012) 441 6108

**APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at [Recruitment.ASD1@thensg.gov.za](mailto:Recruitment.ASD1@thensg.gov.za)

**POST 30/50** : **ASSISTANT DIRECTOR: SYSTEMS DATA ANALYST REF NO: NSG 20/2023**

**SALARY** : R424 104 per annum (Level 09), plus competitive benefits cost to company.

**CENTRE** : Pretoria

**REQUIREMENTS** : A tertiary qualification at (NQF level 6) in Business Information Systems, Computer or Data Science. Registration with a relevant professional association/body may be an added advantage. Three (3) years' experience in business systems and data management, business analysis including supervisory experience. Knowledge: In-depth knowledge of business information systems and software. Knowledge of data management and analysis. Knowledge of education and training environment, including enrolment and delivery. Proficiency with learning management system (LMS) technology relating to digital innovations, software applications and hardware. Good understanding of the public sector, relevant policies, and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for systems and data analysis. Ability to interpret technical information for translation to operational issues. Batho Pele principles. Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and data analysis techniques. Proficiency in communication and presentation skills. Excellent project, time and people management skills. Report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. Digital skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and service providers. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Work extended hours, when required.

**DUTIES** : Manage the efficient functioning of the Training Management System (TMS) from client enrolment to delivery and certification. Co-ordinate the integration of the TMS with other systems internally and externally. Liaise with TMS users to determine their needs and co-ordinate user requirement specifications with ICT unit and outsourced service providers. Undertake business systems analysis to define requirements and specifications for core business system solutions, including the documenting of interfaces between new and legacy systems. Serve as the TMS Systems Administrator and co-ordinate responses to unresolved incidents logged on the TMS as well as daily systems issues. Manage the training of users on the core business systems and provide user support. Facilitate and coordinate System change management and User Acceptance testing processes. Manage and analyse data on the TMS to generate trends and reports that inform reporting and decision-making. Manage the capture of accurate and timely data into the Training Management System and various learner management systems (QCTO, PSETA). Build algorithms to merge, manage and extract data to develop tailored reports to internal business units. Ensure the data security and integrity on the TMS, working closely with the outsourced service providers. Undertake monthly, quarterly and annual reporting on ETD delivery performance, and ensuring management of evidence for audit purposes. Provide advice and make proposals to management on the use of digital solutions for efficient ETD delivery. Undertake research on new digital innovations and technological trends to adapt to new and beneficial technologies. Liaise with the ICT unit and outsourced service providers to ensure that the core business systems align to the NSG strategy and performance areas. Identify and manage areas for new or existing software systems and hardware configurations that the NSG may require. Translate business needs into recommendations for digital

improvements and eliminate outdated dated programmes/hardware/ software. Serve as the focal point between the business and systems requirements, through consistent liaison with TMS users and outsourced service providers. Participate in internal and external networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal governance structures (e.g. Systems Administrators Forum). Collaborate with the outsourced service provider to undertake surveys to assess efficiency and performance of the TMS. Supervise the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Supervise a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES**  
**APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108  
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at [Recruitment.ASD2@thensg.gov.za](mailto:Recruitment.ASD2@thensg.gov.za)

## NATIONAL TREASURY

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



- CLOSING DATE** : 11 September 2023 at 12:00 am (Midnight)
- NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

## MANAGEMENT ECHELON

- POST 30/51** : **DIRECTOR: FINANCIAL SECTOR REGULATION AND LEGISLATION REF NO: S088/2023**  
 Division: Office of The Director-General (ODG)  
 Purpose: To draft and scrutinise financial sector legislation and support its legislative processes and comment on draft legislation impacting on financial sector legislation and advise on interpretation of financial sector legislation.
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum, (all-inclusive remuneration package)  
 : Pretoria  
 : A Grade 12 is required, coupled with a minimum LLB degree (equivalent to an NQF level 8). A LLM degree and certificate/s on legislative drafting courses will be an added advantage. A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in a legal environment. A minimum of 5 years' experience obtained in legislative drafting. A minimum of 5 years' experience in constitutional and administrative law and statutory interpretation. Knowledge and experience of financial sector related legislation (e.g., banks, insurance, pension, financial markets, credit ratings, foreign exchange, and financial service providers), and Experience of the Executive's and Parliament's processes for considering draft legislation. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.
- DUTIES** : Drafting Financial Sector Regulation Legislation: Provide guidance on legislative processes and participate in policy processes requiring reflection or entrenchment in legislation. Draft and scrutinise Bills. Assist with legal aspects

of socio-economic impact assessments of draft Bills. Prepare documentation required for processing of draft Bills and participate in these processes. Prepare legal instruments required for the commencement of Acts. Comment on Draft Legislation relating to Financial Sector: Provide inputs on draft Bills initiated by other national departments during various stages of legislative processes. Draft and Scrutinise Subordinate Legislation on the Financial Sector: Draft and scrutinise regulations and other legal instruments to be made by the Minister of Finance. Provide inputs on draft regulations and other legal instruments initiated by other national departments submitted to the National Treasury. Review Financial Sector Legislation: Audit legislation for adherence to best practices and other primary legislation of the National Treasury. Assess legislative requirements against government's policy objectives and initiate reviews of legislation. Interpretation of Financial Sector Legislation: Advise on the interpretation of legislation.

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

**POST 30/52** : **DIRECTOR: FISCAL INTERGOVERNMENTAL LEGISLATION REF NO: S089/2023**  
 Division: Office of The Director-General (ODG)  
 Purpose: To draft and scrutinise fiscal and intergovernmental legislation and support its legislative processes, to comment on draft legislation impacting on fiscal and intergovernmental legislation and advise on interpretation of fiscal and intergovernmental legislation.

**SALARY** : R1 162 200 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required, coupled with a minimum LLB degree (equivalent to an NQF level 8). A LLM degree and certificate/s on legislative drafting courses will be an added advantage. A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in a legal environment. A minimum of 5 years' experience obtained in legislative drafting. A minimum of 5 years' experience in constitutional and administrative law and statutory interpretation. Knowledge of fiscal and intergovernmental legislation and budget processes. Experience in the Executive's and Parliament's processes for considering draft legislation. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Drafting of Fiscal and Intergovernmental Legislation: Provide guidance on legislative processes and participate in policy processes requiring reflection or entrenchment in legislation. Draft and scrutinise Bills. Assist with legal aspects of socio-economic impact assessments of draft Bills. Prepare documentation required for the processing of Bills and participate in these processes. Prepare legal instruments required for the commencement of Acts. Comment on Draft Fiscal and Intergovernmental Legislation: Provide inputs on draft Bills initiated by other national departments during the various stages of the legislative processes. Draft Subordinate Fiscal and Intergovernmental: Draft and scrutinise regulations and other legal instruments to be made by the Minister of Finance. Provide inputs on draft regulations and other legal instruments initiated by other national departments submitted to the National Treasury. Review Fiscal and Intergovernmental legislation: Audit legislation for adherence to best practice and other primary legislation of the National Treasury. Assess legislative requirements against government's policy objectives and initiate reviews of legislation. Interpretation of Fiscal and Intergovernmental Legislation: Advise on the interpretation of legislation.

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

**POST 30/53**

**DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: S080/2023**

Division: Corporate Services (CS)

Purpose: To establish and sustain an organisational and change process for the National Treasury that supports the human capital in accomplishing business goals and engage clients in contributing an organisational culture which recognise and value individual and team contributions.

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Human Resources Management or Industrial and Organisational Psychology or Business Administration or Public Administration or Management Services or Organisation and Work Study or Production Management or Operations Management. A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in organisational development (OD), systems, and change management interventions. Knowledge of strategic planning and facilitation of change. Experience in consulting and facilitation of management of change in OD, organisational design. Experience of mapping, matching and placing of business processes. Experience in the organisational methodology alignment and enhancement. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

OD Strategy Development and Implementation: Design and implement an OD Strategy/ Plan for the National Treasury. Translate OD strategy content into concrete processes in support of the National Treasury's objectives. Implement and support strategic interventions that enable HR to meet the strategic demands of business through Organisational Development and Change Management interventions. Provide consultation and facilitation on organisational design and implementation. Facilitate strategy development workshops to increase awareness within business. Initiate and conduct environmental surveys analyse the organisational development effectiveness in terms of structures, culture, value, norms and standards. Organisational Design, Development and Change: Integrate strategic values and vision in the organisational development and change objectives. Promote the assimilation of organisational effectiveness and change management within business through education, awareness, partnership, and consultation with stakeholders. Facilitate organisational values and the creation of a unique organisational culture. Promote change leadership and transitional processes in National Treasury. Develop diagnostic tools, e.g., diagnostic surveys, employee engagement, productivity measurement and improvement, and HR metrics in the establishment of a prudent organisational development enabler. Create a catalogue of systems to promote the advocacy of change and its benefits to the organisation. Initiate the development and alignment of an organisational structure and design process in line with DPSA requirements. Stay abreast of changes pertaining to organisational effectiveness through benchmarking, research, and interventions in the enhancement of organisational effectiveness. Develop and research best practices on organisational systems enhancement and tools for and improved and sustainable organisational platform. Culture and Organisational Transformation: Develop and implement culture and value alignment process to improve cultural collaboration and the support of future organisational transformation. Identify NT values and align NT people behind those NT values and the behavioural changes required to best live out these values. Develop climate shaping process to ensure appropriate balance between desired organisational / divisional culture. Utilise culture / climate diagnostic tools to assess culture and to determine progress towards the achievement of desired organisational culture. Develop and implement suitable transformation strategies to respond to internal and external challenges. Ensure compliance with Employment Equity legislation, including diversity and persons with disabilities (PWD). Wellness Governance and Employee Relations Programmes: Responsible for the strategic development, management, implementation and evaluation of all the wellness programmes. Manage the implementation of the employee wellness framework and create culture of health and wealth within the National Treasury. Provides Senior Leadership to development, implementation and management of employee relations

programs and National Treasury specific labour relations matters. Ensure that NT culture is proactive to ensure harmonious employee relations. Stakeholder Engagement, Research and Benchmarking: Utilise team effectiveness and teambuilding interventions to identify areas of team dysfunction across divisions and to partner with these teams to build sustainable high-performance infrastructure. Provide catalogue of organisational development interventions to support team effectiveness as a critical component of business effectiveness. Develop and align OD methodologies for business in partnerships with relevant stakeholders. Keep abreast of latest trends and engage recognised institutions pertaining to OD processes, systems, and tools. Initiate a National Treasury enabled employee engagement survey Employee Engagement: Engage internal clients and gather relevant information on issues of mutual concern. Escalate matters emanating from the engagement survey to relevant stakeholders for consideration and implementation.

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

**POST 30/54** : **DIRECTOR: MULTILATERAL DEVELOPMENT BANKS REF NO: S084/2023**  
 Division: International and Regional Economic Policy (IREP)  
 Purpose: To manage South Africa's relationship and work-programme with Multilateral Development Banks (MDBs) and develop policy recommendations on issues related to the International Development Finance Architecture.

**SALARY** : R1 162 200 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required, coupled with a minimum Bachelor's Degree (equivalent to an NQF level 7) in Economics. A minimum of 5 years' experience at a middle management level (Deputy Director or Equivalent) obtained in a financial or a development institution. Knowledge of government's broader policy framework on the development of finance policy. Knowledge and experience of finance policy development and research. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/SMS-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Policy Analysis and Development: Review, analyse and comment on Board documents considered at the African Development Bank and the World Bank. Develop recommendations on policy issues for consideration amongst Development Finance stakeholders. Identify and analyse key policy objectives in the policy deliberations of the MDBs, for the formulation of National Treasury positions. Development Finance Policy: Manage the logistical and content preparations for South Africa's participation at the statutory meetings the World Bank and the African Development Bank. Facilitate negotiations and monitoring country engagement strategies of the African Development Bank and the World Bank. Facilitate the acceptance of development finance from the African Development Bank and the World Bank, by liaising with relevant divisions in the National Treasury, National Departments and State-Owned Enterprises, by participating in loan, grant, and technical assistance negotiations and approval, and preparing progress reports on the implementation of programmes and projects. Stakeholder Engagement: Manage the African Development Bank and World Bank programmes and projects in South Africa in close collaboration with their resident country offices and key stakeholders. Manage the relationship with South Africa's Constituency Offices at the African Development Bank and World Bank. Negotiate the allocation and approval of budgets within NT and manage the transfers of South Africa's subscription contributions to the African Development Bank and the World Bank. Benchmarking and Research: Initiate research and benchmarking of policy issues under consideration at the African Development Bank and the World Bank. Consult clients and stakeholders on trends and changes pertaining to the policy environment that impact development finance, and global developmental progress in South Africa. Support research on key policy issues to inform country positions in MDB platforms and contribute to knowledge sharing of development finance developmental ideas and potential impact on South Africa.

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



## OTHER POSTS

**POST 30/55** : **SENIOR ECONOMIST: MULTILATERAL DEVELOPMENT BANKS REF NO: S086/2023**

Division: International and Regional Economic Policy (IREP)

Purpose: To support South Africa's relationship and work-programme with Multilateral Development Banks and develop policy recommendations on issues related to the International Development Finance Architecture.

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

: R958 824 per annum, (all-inclusive remuneration package)

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Political Science. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained within a development institution or financial environment. Knowledge of policy analysis and formulation of drafting notes for utilization. Knowledge and experience in benchmarking and research with recognized international institutions. Knowledge and experience obtained on a diplomatic level.

**DUTIES**

: Policy Analysis and Development: Review, analyse, and comment on documents considered by the Boards of the African Development Bank and the World Bank, that are of interest to South Africa and that focus on Africa's development. Assist with the development of recommendations on policy issues for consideration amongst Development Finance stakeholders. Identify and analyse key policy objectives in the policy deliberations of the Multilateral Development Banks (MDBs), for the formulation of National Treasury positions. Development of Finance Policy: Support the content and logistical preparations for South Africa's participation at the statutory meetings of the World Bank, the African Development Bank and the Commonwealth. Facilitate negotiations and monitor country engagement strategies of the African Development Bank and the World Bank. Facilitate the acceptance of development finance from the African Development Bank and the World Bank, by liaising with internal stakeholders, National Departments, and State-Owned Enterprises, by participating in loan, grant and technical assistance negotiations and prepare progress reports on the implementation of programmes and projects. Stakeholder Engagement: Assist in managing the African Development Bank and World Bank programmes and projects in South Africa in close collaboration with the Banks' resident country offices and key stakeholders. Assist in managing the relationship with South Africa's Constituency Offices at the African Development Bank and World Bank. Negotiate the allocation and approval of budgets within the National Treasury and manage the transfers of South Africa's subscription contributions to the African Development Bank and the World Bank. Benchmarking and Research: Initiate research and benchmarking of policy issues under consideration at the African Development Bank and the World Bank. Consult clients and stakeholders on trends and changes pertaining to the policy environment that impact development finance and global developmental progress in South Africa. Support research on key policy issues to inform country positions in MDBs platforms and contribute to knowledge sharing of development finance developmental ideas and potential impact on South Africa.

**ENQUIRIES**  
**APPLICATIONS**

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

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

**POST 30/56** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: S033/2023**

Division: Office of The Director-General (ODG)

(Re-Advertisement)

Purpose: To ensure that Parliamentary & Cabinet obligations are executed and engage stakeholders pertaining to parliamentary/cabinet commitments. Render an efficient and effect parliamentary and cabinet service to the Department.

**SALARY**  
**CENTRE**

: R811 560 per annum, (all-inclusive remuneration package)

: Pretoria

## **REQUIREMENTS**

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree at (equivalent to an NQF level 7) in any of the following disciplines: Political Science or Law or Economics or Public Management. A minimum of 4 years' experience, of which 2 years should be at an Assistant Director level or equivalent obtained in parliamentary procedures and processes. Knowledge of parliamentary structures and the legislature. Knowledge of oversight and public participation of parliamentary workings, and knowledge and experience of the broader policy framework of working groups and their mandates.

## **DUTIES**

: Committee / Cabinet Support and Monitoring: Attend and monitor parliamentary committees relevant to the National Treasury (not only limited to finance and appropriations committees). Develop, maintain and update weekly parliamentary committee and plenary programmes, database of all committee meetings and attendance of National Treasury officials. Monitor Parliamentary Committees to ensure relevant officials are kept abreast of the committee programme. Keep abreast all activities in both the National Assembly and the National Council of Provinces. Provide documents for presentations and timeously share with committee members and liaise with committee section and Office of the Leader of Government Business regarding parliamentary committees and legislative programmes. Provide the parliamentary manager with detailed minutes of committee engagements after every parliamentary committee meeting and escalate updated schedules of meetings and requests to relevant officials for action. Track and monitor events in Cabinet that have bearing on the Department and support the Ministerial Cabinet Liaison Office in the Ministry. Peruse Cabinet documents like minutes of Cabinet and Cabinet Committees – that will have an impact on the Department. Track Cabinet commitments made by the Executive Authority that will have a bearing on the Department. Monitor meetings of the cabinet committees and structures to identify matters that have a bearing on the Department and the Executive Authority. Tabling, Legislative and Research Support: Liaise with relevant departments, entities and stakeholders on due processes and procedures for statutory tabling and introduction of document/s in Parliament and legislative divisions in the department in preparation for tabling of Bills in Parliament. Distribute documents proposed for tabling in Parliament which have a direct bearing on the functions of the National Treasury. Monitor and identifying relevant parliamentary business and trends and liaise with various cabinet and cabinet committee structures regarding all meetings. Research, analyse and evaluate information to ensure that the National Treasury is accurately informed about key issues in parliament. Develop and maintain current knowledge of Bills in the parliamentary system. Conduct research on Parliamentary Questions, legislation and queries related to the mandate of the National Treasury. Administrative and Team Support: Obtain and dispatch copies of documents tabled in Parliament and copies of the Annual Reports and Strategic Plans tabled in Parliament to the relevant officials in the departments and entities. Obtain reports tabled in Parliament by the Auditor-General and dispatch documents tabled in Parliament by other Ministries to the relevant officials within the National Treasury. Develop, compile, and maintain a detailed database of a list of legislation enacted for the Annual Report of the National Treasury. Obtain and dispatch Reports of Parliamentary Committees having a bearing on the function of the National Treasury. Obtain Minutes of the National Assembly and NCOP pertaining to the functions and communicate parliamentary working programmes to all National Treasury stakeholders of the National Treasury. Provide the National Treasury with the necessary departmental support to enable them to meet all parliamentary obligations and any parliamentary information that might impact on their responsibilities. Study and remain up to date regarding the applicable prescripts/policies and procedures that apply to both the parliamentary and cabinet work terrain. Client and Stakeholder Engagement: Coordinate all National Treasury Parliamentary enquiries and questions from other departments and entities for a prompt response. Escalate all members of Parliament and officials of departments and entities' concerns to the relevant officials within the National Treasury for action. Follow-up on outstanding deliverables and update stakeholders on the progress of their enquiries or concerns. Engage parliamentary protocol and rules to National Treasury for compliance. Liaise with stakeholders in Parliament, especially the Office of the Leader of Government Business about the availability of the National Treasury in relation to National Assembly and National Council of Provinces matters. Liaise with members of Parliament on issues and advise the National Treasury and relevant stakeholders.

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**POST 30/57** : **MANAGER: IT AUDIT REF NO: S094/2023**  
Division: Office of The Director-General (ODG)  
Purpose: To manage the IT audit plan for NT, ASB, CBDA, GTAC and IRBA in alignment with the planned IT audit methodology.

**SALARY** : R811 560 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12, coupled with a minimum Bachelors' Degree (equivalent to an NQF Level 7) in any of the following disciplines: Information Systems or Computer Science or Internal Auditing or Certified Information Systems Auditor (CISA). Certification as a certified Risk and Information Systems Controller (CRISC) or Information Security Manager (CISM) or Information System Security Practitioner (CISSP) will be an added advantage. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in IT Auditing. Knowledge and experience of Strategic IT Governance. IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements. Knowledge of Information Security and IT Policies and Procedures, IT Software Licensing, IT Project Management, IT Audit Standards, Business Continuity and Disaster Recovery, Experience of Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking – Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security, and Information Security.

**DUTIES** : Stakeholder Management: Initiate awareness of the IT Audit through stakeholder engagement. Execute plans and guidelines in completion of strategic and operational activities. Liaise, co-coordinate, establish and maintain good relations with stakeholders. Provide inputs in the enhancement of initiatives and recommendations by the Audit Committee, Audit Process - Risk Assessment, Audit Plan. Assurance and Client Services: Manage IT audits processes and procedures in the enhancement of quality assurance. Assist with review of the annual risk assessment. Provide inputs to the development and alignment of the 3-year rolling audit plan and annual IT audit plan in alignment with the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems. Provide an end-to-end completion of IT audits processes in alignment with the findings register. Quality assurance IT audit reports prior to submission for verification. Provide feedback and clarity to client's pertaining to IT audit reports, control, and technological challenges. Resource Management: Manage and develop IT Audit resources to ensure effective and efficient delivery of IT Audit objectives. Develop a development plan for IT Audit. Initiate resource allocation and prioritise it evenly across IT audit projects. Process Improvements and Research: Initiate research on latest trends, and new developments within the IT audit environment. Identify areas for a sustainable improvement within the Audit Strategy, IT Audit Methodology and Resource Plan in continuity of IT audit services. Administrative Support: Manage the IT audit reporting processes. Assist with the development of the audit committee packs. Present IT Audit reports to clients Provide feedback on the progress against the approved IT audit plan.

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**POST 30/58** : **DEPUTY DIRECTOR: STRATEGIC SOURCING AND ACQUISITION REF NO: S081/2023**  
Division: Corporate Services (CS)  
Purpose: To develop, review and implement the strategic sourcing strategies in compliance with relevant policies, and perform research on spend analysis in the development of a supply base on the categories of goods and services identified in government's spending portfolio, and identifying leverage points in the reduction of costs and increased benefits and commodities. Administer and manage the bidding process for good and services.

**SALARY** : R811 560 per annum, (remuneration package benefits inclusive)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Logistics or Procurement or Supply Chain Management or Purchasing Management or Financial Management. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the Acquisition or Bid management within the Supply Chain Management environment. Experience in drafting and the analyses of commercial contracts and service level agreements. Knowledge and experience of regulations pertaining to the broader SCM legislative framework.
<b><u>DUTIES</u></b>	:	Demand Management: Collaborate information from business units to design and develop the demand management and procurement plans. Monitor available budgets in conjunction with stakeholders and advise on estimated commitments. Verify submissions for correctness and in compliance with prescribed legislative prerequisites. Evaluate the appropriateness of transactions in terms of the PPPFA for compliance. Manage procurement plan and report progress as per prescripts. Bids Management: Compile draft business plans for engagement with stakeholders and manage the bidding process. Refine bid specifications, terms of reference, integrate the evaluation and assessment criteria and develop special conditions for bids. Coordinate the bid evaluation and bid adjudication meetings. Maintain the bid register and report to management. Strategic Sourcing: Compile a spend analyses process to identify high spend commodities and categorise items to enhance business effectiveness. Identify key sourcing reviews and evaluate its impact on the business to sensitise the market on the needs of business. Initiate the capacity building process on identifiable categorised items and develop a projection plan on business perception. Develop and implement strategic sourcing policies, processes, and procedures. Initiate awareness on strategic sourcing and promote implementation of strategic sourcing practices within the broader business. Stakeholders Engagement: Forge business relationship and networking with suppliers to improve and widen sourcing items per category. Update stakeholders on the latest trends applied in strategic sourcing in compliance with the Financial Management Reporting framework. Provide progress reports on the approved procurement plan, tenders and analyses aged contracts. Consult with stakeholders and engage on risk factors of procurement. Assess and evaluate the impacts emanating from the deviation register and advise on corrective action.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
	:	To <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a> apply visit:
<b><u>POST 30/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL SOFTWARE DEVELOPER REF NO: S025/2023</u></b> Division: Intergovernmental Relations (IGR) Purpose: To assist in maintaining the provincial budgets integrated web-based application and support the continuous enhancement of the system for its effective and efficient operation.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum, (Remuneration package benefits exclusive)
	:	Pretoria
	:	A Grade 12 coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Computer science or Computer Software Engineering or Applied Mathematics or Mathematics or Statistics or Financial Engineering. A minimum of 3 years' experience obtained in designing, implementing, and managing software programs. Knowledge of the public financial management framework. Exposure to financial management system and manipulation of databases.
<b><u>DUTIES</u></b>	:	Budget Preparation and Support: Assist with the consolidation and evaluation of the MTEF budget submissions for provinces. Assist with the verification of provincial fiscal framework and budget preparation processes. Consolidate Provincial Budgets and Expenditure Review of financial data and assist in drafting the Provincial Trends chapter. Assist in analysing provincial MTEF budgets as well as assist in drafting related presentations for the Technical Committee on Finance (TCF), Budget Council and President's Co-ordinating Council (PCC). Analyse data for correctness and the eradication of discrepancies. Budget Implementation and Monitoring: Assist with the co-

ordination of provincial in-year monitoring management reporting system for the credibility of budgets and alignment of revenue and expenditure. Assist with quarterly provincial Section 32 publications, conditional grants, and quarterly press releases. Assist with the consolidation of in-year monitoring reports to identify aggregated trends in provincial finances. Maintain budget performance database for provincial budgets i.e., Annual Financial statements and annual reports. Assist in compiling the annual provincial payment schedule. Intergovernmental Co-ordination: Ensure the accessibility of information, In-year Monitoring submissions, strategic and performance plans, annual reports, annual financial statements, budget statements. Provide provincial allocations with the adjusted estimates, aggregated financial statements, and normative measures to provincial stakeholders. Financial management and budget reform: Assist with the MTBPS, Budget Review, Division of Revenue Bill/ Act, and other National Treasury publications. Assist with drafting of annual provincial budget in line with budget reforms and budget formats and maintain databases. Intergovernmental Grants: Assist with the provision of data of provincial adjusted estimates process, preliminary to final provincial MTEF allocations and Provincial payment schedule. Assist with the engagement of provincial conditional grants and expenditure in preparing quarterly provincial reports on conditional grants.

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**POST 30/60** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND COMPLIANCE**  
**AUDIT REF NO: S079/2023**

Division: Office of The Director-General (ODG)

Purpose: To provide an innovative business process pertaining to internal control review encouraging good corporate governance through quality assurance and compliance auditing within National Treasury and its entities.

**SALARY** : R424 104 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Internal Audit or Accounting. A certification as Certified Internal Auditor (CIA) will be an added advantage. A minimum of 3 years' experience obtained in internal auditing. Knowledge of Quality Assurance and Compliance Auditing. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework and International Standards for the Professional Practice of Internal Auditing.

**DUTIES** : Assist with Project Planning: Maintain personal time records and manage allocations and time budget. Assist with the preparation of analytical reviewing of financial data. Monitor compliance on governance framework for conformity. Collate relevant data pertaining to quality assurance and compliance audit. Document Information and Transaction Flow: Implement and management information flows in respect of financial policies and procedures in compliance with relevant statutes. Identify auditable processes within the National Treasury. Analyse information process flows from beginning to end as recorded within the management accounts. Keep a record of information on flow chart or system description. Identify Systems Risk and Controls and Perform Audit testing: Analyse risk and critical control points in a system within an applicable process. Quantify consequences of a breakdown in a control and conduct a preliminary evaluation of the controls. Perform compliance tests (tests of the operation controls) and adopt appropriate statistical samples as designed for utilisation of audit software in data extraction methods. Prepare a risk register and perform an audit test per programme. Document test results on working papers for record purposes. Evaluate Results and Develop Control Mechanisms: Evaluate working papers in accordance with auditing standards and methodology. Prepare recommendations for the improvement of procedures and controls. Extrapolate (if need be) impact of error on sampled population and prepare report based on identified recommendations. Engage internal stakeholders and assist in the follow-up of outstanding audits. Audits and Projects: Assist with projects and contribute to recommendations for the drafting of reports. Maintain manual and electronic filing in compliance with NT's policies and standards.

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<b><u>POST 30/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT AUDIT REF NO: S098/2023</u></b>		
		Division: Office of The Director-General (ODG)		
		Purpose: To provide innovative business processes and internal control review pertaining to good corporate governance in National Treasury and its entities.		
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum, (remuneration package benefits exclusive)		
	:	Pretoria		
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Internal Auditing or Information systems. A Certified Information Systems Auditor (CISA) will be an added advantage. A minimum of 3 years' experience obtained in an Internal Auditing environment. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework and Standards for the Professional Practice of Internal Auditing.		
<b><u>DUTIES</u></b>	:	Assist with Project Planning: Maintain personal time records and manage allocations and time budget. Assist with the preparation of analytical reviewing of financial data. Collate the relevant data. Document Information and Transaction Flow: Implement and management information flows in respect of financial, policies and procedures in compliance with relevant statutes. Identify auditable processes within the National Treasury. Analyse information process flows from beginning to end as recorded within the management accounts. Keep record of information on flow chart or system description. Identify Systems Risk and Controls and Perform Audit testing: Analyse risk and critical control points in a system within an applicable process. Quantify consequences of a break-down in a control and conduct a preliminary evaluation of the controls. Perform compliance tests (tests of the operation controls) and adopt appropriate statistical sample as designed for utilisation of audit software in data extraction methods. Prepare a risk register and perform audit test per programme. Document test results on working papers for record purposes. Evaluate Results and Develop Control Mechanisms: Evaluate working papers in accordance with auditing standards and methodology. Prepare recommendations for the improvement of procedures and controls. Extrapolate (if need be) impact of error on sampled population and prepare report based on identified recommendations. Engage internal stakeholders and assist in the follow-up of outstanding audits.		
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>		
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<b><u>POST 30/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND INTERNAL CONTROLS REF NO: S082/2023</u></b>		
		Division: Corporate Services (CS)		
		Purpose: To manage and oversee the internal control functions in compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.		
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum, (remuneration package benefits exclusive)		
	:	Pretoria		
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Accounting or Auditing. A minimum of 3 years' experience obtained in an accounting environment with specific reference to financial reporting, compliance monitoring, internal control, and risk management. Knowledge and experience of exposure in internal control. Knowledge and experience of exposure in financial reporting. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.		
<b><u>DUTIES</u></b>	:	Organisational performance and governance: Review mid-year and annual financial statements. Monitor the financial management policies, prescripts, and procedures for compliance. Monitor compliance on governance framework for conformity. Maintain and monitor the entity databases, BAS, and Safety web in accordance with the relevant prescripts. Monitor reviews pertaining to departmental losses and confirm clearance for recording in the Loss Control Register with supporting documentation. Monitor and confirm budget manager's specimen signature and delegations. Document Management and Reporting: Conform to client charter standards and provide prompt feedback,		

assistance, and resolution to client queries. Update filing system with accounting and financial information in line with relevant prescripts. Comply with internal control measures pertaining to source documents and strengthen the risks in documents control and security of info. Prepare and/or review information/details to be included in departmental reports as prescribed. Verify information/details contained in departmental reports for correctness and appropriateness. Assist in the implementation of financial norms and standards and engage with stakeholders through the Financial Management information and awareness sessions. Monitoring and Compliance: Monitor the implementation and alignment of internal policies and procedures pertaining to their application in business. Review the application of prescribed policy and procedures for enhancement. Monitor the application and procedures pertaining to systems, e.g., BAS and PERSAL and suggest remedial solutions. Monitor the department's contract management compliance against prescribed regulations. Analyse relevant policies and frameworks for alignment with internal processes and procedures. Initiate benchmarking on internal control processes for implementation into the broader business. Policy Development: Analyse relevant policies and frameworks for alignment with internal processes and procedures. Initiate benchmarking on internal control processes for implementation into the broader business. Provide inputs into policy, prescribes, guidelines and related control measures. Audit Coordination: Oversee the coordination of internal audits within the internal control unit, as well as the external audit of the department. Monitor and record auditor's requests for information. Monitor and record auditor's communication of audit findings as well as comments from management.

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**POST 30/63** : **HR SPECIALIST: PERFORMANCE AND TALENT MANAGEMENT REF NO: S097/2023**  
 Division: Corporate Services (CS)  
 Purpose: To provide appropriate support on the end-to-end performance and talent management services in the National Treasury, including initiating and establishing ongoing talent management initiatives.

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (remuneration package benefits exclusive)  
 : Pretoria  
 : A Grade 12 coupled with a minimum National Diploma (equivalent to an NQF level 6) or a Degree (equivalent to an NQF level 7) in any of the following disciplines: Human Resources Management or Psychology or Public Management or Public Administration or Business Management or Business Administration. A minimum of 3 years' experience in Performance and Talent Management. Knowledge of HR systems. Knowledge of the Regulatory Framework on Performance Management. Knowledge of Talent Management end-to-end processes.

**DUTIES** : Performance Management: Assist in cascading organisational performance measures and indicators (APP, DOP & CDOP) to individual performance measures and indicators, by also analysing performance agreements and engaging clients on gaps, oversights, and overlaps, etc. Coordinate the performance management process and compliance of stakeholders to the internal performance process and procedures by facilitating submission of Performance Agreements, Reviews and Assessments. Perform quality assurance and assessments on the performance management process for alignment. Record all performance agreements, reviews, and moderated assessments on the PERSAL system for compliance and record purposes. Initiate annual awareness sessions in business on performance and related issues impacting stakeholders. Co-ordinate the performance moderation process in conjunction with internal stakeholders. Facilitate the PIP process for under-performers and follow-up on all outstanding matters pertaining to under-performance. Compile and submit all internal and external Performance Management related reports. Probation Management: Implement and review the probation policy in conjunction with stakeholders. Monitor probation reports and ensure the correct implementation of agreed actions. Follow-up on all outstanding probation reports for finalisation. Talent Management: Put in place and maintain Talent Grid for the National Treasury, and through the Career Path Model, map their career path. Structured coordination of talent management initiatives, which includes, and not limited to: Talent Forums,

Career Pathing, Leadership and Development/Leadership Bench, Continuous Professional Development, Recognition and Rewards, Succession Planning. Coordinate the annual Talent Review process including talent assessments, talent reviews and monitoring, analysis, and reporting. Maintain structured succession planning matrix which is informed by the Talent Grid (HIPOs, critical and scarce skills). Maintain and implement up-to-date talent practices, procedures, and guidelines pertaining to end-to-end talent management. Collaborate with stakeholders to identify critical roles and potential internal successors. Identify strategically critical positions and leadership roles and capabilities in the organisation from the HR Plan that will determine sustainability and growth of the organisation. Maintain the Competency Dictionary for the department and ensure that it is implemented through HRD interventions such as career path competency training. Career Management & Talent Development: Maintain the Competency Framework and ensure alignment to jobs and career pathing prior and during implementation. Facilitate and provide tools for career development discussions. Ensure that the identified talent compiles comprehensive development plans and that these are executed. Identify through assessment the optimal development opportunities for talent. Partner with the HRD unit in identifying/development talent and leadership development programmes to address talent developmental needs. Strategic Support: Provide strategic and operational support to Management on all performance and talent related matters. Do research on related subjects to keep abreast of developments in the relevant areas. Orientate HRBPs and Managers on Performance and Talent Management policies and processes. Periodically review and monitor progress of Performance and Talent Management programs, and highlight program adjustment, where and when needed.

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**POST 30/64** : **JUNIOR REGULATORY AUDITOR REF NO: S096/2023**  
 Division: Office of The Director-General (ODG)  
 Purpose: To Assist with the execution Information Technology (IT) Audits on controls in accordance with the Audit plan pertaining to IT audits.

**SALARY** : R359 517 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Information Systems or Informatics or BSc Computer Science or Internal Audit Information Technology (NQF level 7). A minimum of 2 years' experience obtained in IT audit. Knowledge of IT Audit fundamentals and principles. Knowledge of processes and procedures.

**DUTIES** : Assist with project planning: Maintain record of engagements with clients. Collate the relevant data for future utilization. Transactional Document Information and flow: Assist with financial and management information flows, in compliance with internal audit policies and procedures. Assist in the identification and planning of auditable processes within the National Treasury. Assist with recordkeeping of information for future utilization. Identify Risk and Controls and Initiate Audit Testing: Assist in the analyses of risk mitigated processes. Assist with the identification of controls in the system and advise on corrective measures. Provide a preliminary evaluation of the plan of execution, assist in preparing and updating the risk register. Perform audit test as outlined within the risk register. Keep a record of test results for future reference and application. Evaluate testing results; develop effective control environment and assist with the preparation of draft report: Verify working papers for correctness in accordance with auditing standards and methodology, assist in preparing recommendations for the improvement of processes and procedures. Assist with the compilation of a draft report on recommendations for implementation. Assist follow-up on outstanding audits. Knowledge Management: Maintain and update manuals and electronic filing in compliance with NTs policies and procedures.

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**POST 30/65** : **JUNIOR IT AUDITOR REF NO: S096/2023**  
 Division: Office of The Director-General (ODG)  
 Purpose: To assist with the execution Information Technology (IT) Audits on controls in accordance with the Audit plan pertaining to IT audits.

**SALARY** : R359 517 per annum, (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Information Systems or Informatics or BSc Computer Science or Internal Audit or Information Technology. A minimum of 2 years' experience obtained in IT audit. Knowledge of IT Audit fundamentals and principles. Knowledge of processes and procedures.

**DUTIES** : Assist with project planning: Maintain record of engagements with clients. Collate the relevant data for future utilisation. Transactional Document Information and flow: Assist with financial and management information flows, in compliance with internal audit policies and procedures. Assist in the identification and planning of auditable processes within the National Treasury. Assist with recordkeeping of information for future utilisation. Identify Risk and Controls and Initiate Audit Testing: Assist in the analyses of risk mitigated processes. Assist with the identification of controls in the system and advise on corrective measures. Provide a preliminary evaluation of the plan of execution. Assist in preparing and updating the risk register. Perform audit test as outlined within the risk register. Keep record of test results for future reference and application. Evaluate testing results, develop effective control environment, and assist with the preparation of draft report: Verify working papers for correctness in accordance with auditing standards and methodology. Assist in preparing recommendations for the improvement of processes and procedures. Assist with the compilation of a draft report on recommendations for implementation. Assist follow-up on outstanding audits. Knowledge Management: Maintain and update manuals and electronic filing in compliance with NTs policies and procedures.

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## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

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

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

**Labour and Labour Appeals Court:** Johannesburg 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.

**Eastern Cape Division of the High Court:** Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

**CLOSING DATE**

: 08 September 2023

**NOTE**

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will

retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

#### **OTHER POSTS**

**POST 30/66** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2023/298/OCJ**

**SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Free State Provincial Service Centre

**REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent related qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Human Resource Management and two years must be at supervisory level in HR and related fields. A valid driver's license. Formal PERSAL training. Knowledge and understanding of current public service legislations, regulations and policies. Skills and Competencies: Computer literacy (Microsoft Office). Good communication skills (verbal and written). Accuracy and attention to detail. Good administration skills. Planning and organising skills. Good interpersonal skills. Ability to meet strict deadlines and work under pressure. Ability to work independently and self-motivated. Report writing skills.

**DUTIES** : Manage and coordinate HR administration matters to contribute to the rendering of a professional Human Resource Management environment. Manage and coordinate conditions of service and benefits (leave, housing allowance, terminations, long service recognition, overtime, resettlement, acting allowance, injury on duty). Manage and coordinate HR provisioning (recruitment and selection, appointments, transfers, probations). Manage and coordinate performance management and development. Address all HR related enquiries to ensure the correct implementation of human resource management policies, prescripts and practices. Ensure the successful implementation of departmental/public service policies and prescripts on matters related to human resource management and development. Prepare and consolidate reports. Inform, guide and advice on human resource management matters. Supervise the personnel within the unit.

**ENQUIRIES** : Technical and Hr Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

**POST 30/67** : **REGISTRY CLERK REF NO: 2023/299/OCJ**

**SALARY** : R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Matric Certificate. One (1) year experience in the registry/records environment will be an added advantage. Understanding of the National Archives Act and Regulations. Understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of Batho Pele Principles. Skills and Competencies: Communication (written and verbal). Interpersonal relations. Computer literacy (MS Office). Time Management. Planning and organizing skills. Report writing skills. Ability to work under pressure. Ability to work independently. Flexible. Ambition. Confidentiality.

**DUTIES** : Provide registry services within the Office of the Chief Justice. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Receive and register hand delivered mails/files. Handle incoming and outgoing correspondence; receive all mail and couriers. Sort, register and dispatch mail. Distribute notices on registry issues. Process documents for archiving and disposal. Arrange and package files for archives and distribution. Keep records for archived documents. Maintain the departmental records and filing systems. Record receipt files and protection records and ensure correct filling. Maintain all related records and all submission in register. Attend to queries relating to registry services.

- ENQUIRIES** : Technical Related enquiries: Mr L Masia Tel No: (010) 493 2532, HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 30/68** : **REGISTRAR'S CLERK REF NO: 2023/300/OCJ**
- SALARY** : R202 233 – R235 611 per annum, (The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court Johannesburg  
: Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties.
- ENQUIRIES** : Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 30/69** : **TYPIST REF NO: 2023/301/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape High Court, Gqeberha  
: Matric Certificate or equivalent qualification. Shortlisted candidates will be required to pass a typing test - Minimum typing speed of 35 wpm. Skills and Competencies Computer literacy (MS Word/Excel), Good communication skills (written and verbal), Good interpersonal relations, Planning and organization skills, Good problem solving skills, Accuracy and attention to details, Ability to work under pressure, Good timekeeping, Telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, Attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made. Attend to switchboard operation and other task allocated by the supervisor.
- ENQUIRIES** : Technical Related Enquiries: Ms I Buys Tel No: (051) 502 6626, Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 30/70** : **FOOD SERVICE AID REF NO: 2023/302/OCJ**
- SALARY** : R147 036 – R170 598 per annum, (The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Johannesburg  
: Matric certificate. Computer Literacy (MS Word); Knowledge of purchasing and safe Keeping of stock, Good Communication Skills (verbal and written).
- DUTIES** : Ensure that the Judges board and tea rooms are clean, tables neat and set correctly. Ensure that the tea is ready for the Judges not later than 09h00 and 11h00. Ensure that crockery and cutlery are neat and clean, ready and established according to the Judges. Clean both kitchen and tea room and mop the floors. Clean the fridge and cupboards. Ensure that the urn and Kettles are clean, shiny Wipe the table and chairs in the tea room. Prepare tea or Water for the Judges meeting as per their request. Purchase monthly stock, storing food and ensure safe keeping of tearooms keys Provide tea and refreshment to Judges on Specific meetings. Prepare tea, water jugs for the Panel sitting for Shortlisting/ interviews. Report any losses, damages or theft not less than 24 hours. Collect cleaning products at procurement on monthly basis. Perform any other duty assigned to by the supervisor.

**ENQUIRIES**

: Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Or apply via link: <https://affirmativeportfolios.co.za/dpme>: Emailed applications will not be accepted
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 08 September 2023 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za).

## MANAGEMENT ECHELON

<b><u>POST 30/71</u></b>	:	<b><u>SENIOR EXPERT ON ANTI-CORRUPTION, MONITORING AND EVALUATION REF NO: 41/2023</u></b> Branch: Public Sector Monitoring and Capacity Development (2-year Contract)
<b><u>SALARY</u></b>	:	R1 371 558 per annum (Level 14), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A 3-year tertiary qualification (NQF level 7) in Public Administration/ Social Sciences/ Law or related field of study. A post graduate qualification (NQF level 8 or higher) will be an added advantage. Minimum of 10 years' appropriate experience in public sector governance or civil society and/or government anti-corruption sector, or criminal justice system, or forensic auditing (public procurement/supply chain management) with at least 5 years proven experience as a member of the Senior Management Service (SMS) in the Public Service or equivalent. A valid driver's license. Competencies Skills: A sound knowledge of the Constitution of the Republic of South Africa, Public Sector Legislative and Policy Frameworks, National Development Plan, Medium-term Strategic Framework and the National Anti-corruption Strategy (NACS), Knowledge of International conventions and protocols on anti-corruption initiatives and interventions that South Africa is signatory to. Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Experience and skills in designing and developing monitoring, evaluation and learning systems, particularly in the governance, public sector finance or anti-corruption fields. Proven ability and experience in using an agile approach to developing and deploying inter-operable ICT solutions in the South African public sector or similar complex environments. Good problem-solving and adaptive working abilities. Demonstrated commitment to advancing a capable, ethical and developmental South African State. Managerial Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. The ability/experience to create an environment for high performance culture and staff development. Decision-making, Problem solving, Written and Verbal Communication, Stakeholder Management and Coordination, Strategic Thinking and Leadership, Analytical Skills, Interpersonal Relations, Team-Work, Confidentiality, Financial Management, Research, Change Management, Project and programme management with the ability to manage multiple projects. Technical Skills: Monitoring and evaluation, project management, public policy development, human rights, anti-corruption, gender, youth and disability, Generic Skills: Diversity Management, Communication and Information Management, Interpersonal Relations, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy and Conflict Management. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<b><u>DUTIES</u></b>	:	The incumbent of the post will be responsible for managing, developing, reviewing and supporting detailed planning, implementation, monitoring & evaluation and supporting the NACS and will perform the following duties: Provide technical and strategic leadership for the development and approval of sector implementation plans for the National Anti-Corruption Strategy (NACS). Design and develop a monitoring, evaluation and learning system for tracking the implementation of the NACS and its priority projects. Design and develop a monitoring, evaluation and learning system for NACS implementation focusing on detection and diagnosis of the NACS implementation, tracking resolution across the implementation ecosystem. Bring agile, technology centric skills to the team supporting the NACAC and the implementation of the NACS. Ensure that the system specifically includes the monitoring and evaluation of the effect of corruption on human rights, gender, youth and people with disabilities. Provide reports and advice to NACAC, Presidency and DPME on progress with the implementation of the NACS. Support NACAC, Presidency and DPME to establish transparent reporting to South African society on implementation of the NACS. Ensure data and data systems are established for successful NACS implementation

monitoring and evaluation. Coordinate the participation of relevant state and non-state actors in the implementation of NACS; and advise and facilitate appropriate interventions where necessary (whole of government and societal approach monitoring). Develop and maintain a learning and knowledge management system for purposes of reporting, learning and information retention and information dissemination to relevant stakeholders from government, civil society, media, business and academia in South Africa. Collect and maintain data on the contributions of development partners to the implementation of the NACS and advise on the coordination of the contributions.

**ENQUIRIES**

Mr M Cilo Tel No: (012) 312- 0543 or Email: [Mthobisi@dpme.gov.za](mailto:Mthobisi@dpme.gov.za)



## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE** : 08 September 2023 at 16H00

**NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

## OTHER POSTS

**POST 30/72** : **DEPUTY DIRECTOR: EPWP PROVINCIAL ROADS REF NO: 2023/333**

**SALARY** : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Civil Engineering; The candidate must have Knowledge of construction Industry and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government;

Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver's license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.

**DUTIES** : Provision of support to provincial roads departments and State-Owned Companies in the Transport sector to ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, advocate for design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP policies that support implementation of labour intensive methods in the roads sector. Liaison with various stakeholders like the National Department of Transport and provincial roads departments to ensure that adequate technical support is provided to facilitate the implementation of EPWP. Provide assistance to provincial roads departments and relevant State Owned Companies in the transport infrastructure sector in quarterly reporting on the EPWP reporting system. Monitor the use of relevant grants in the roads sector for the implementation of the EPWP. Assist in the compilation of relevant EPWP provincial roads directorate reports.

**ENQUIRIES APPLICATIONS** : Mr. L. Mulaudzi Tel No: (012) 492 1440  
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 30/73** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER (BUILDING OR CIVIL OR MECHANICAL) REF NO: 2023/334**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification (NQF Level 6) in Building or Civil or Mechanical Engineering. Relevant experience in construction or built environment, Project management, Safety Management. Valid driver's License. Registration with recognized institutions as a Candidate or Professional will be added advantage. Knowledge: Occupational Health and Safety Act, National Building Regulations, SANS 10142 –1:2006, SANS Standards, Other relevant Acts and Regulations. Skill: Computer Literacy, Planning and Organizing, Presentation, Conflict management and decision making skills. Prepared to travel and willing to adapt to working schedule in accordance with office requirements.

**DUTIES** : Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate and conduct OHS inspections in State owned and Leased buildings. Facilitate the issuing of compliance certificates (CC). Ensure Boilers, Incinerators, Lifts, Sub-Station, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk. Conduct incident investigations for recommendations. Check and verify tender documents for the inclusion of H&S Specifications. Approve and ensure each Contractors H&S Plan is maintained on construction site. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with recommendations.

**ENQUIRIES APPLICATIONS** : Ms. T Kolele Tel No: (021) 402 2063  
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 30/74** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 2023/335 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification (NQF Level 6) in Financial Management/Accounting/ Auditing/ Cost Accounting or related Qualification. Appropriate working experience in a Financial Accounting environment. A valid

(Code B or higher) driving license. Knowledge of Public Finance Management Act (PMFA), National Treasury Regulation, and Standard Chart of Accounts (SCOA). Knowledge of Financial systems PERSAL, LOGIS BAS, & SAGE. Good verbal and written communication skills, problem solving and decision making skills. Ability to work under stressful situations. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Supervise and oversee Salary administration, Debtors and Suspense Accounts. Prepare and process journals to clear Suspense accounts before month end. Provide support and guidance to line functions in relation to Financial Accounting processes and procedures. Review and Authorize journals and Sundry payments. Follow-up on outstanding suspense account balances and debtors. Authorise payments on BAS, SAGE, LOGIS and PERSAL related transactions. Handling of payroll register. Deal with all enquiries by internal and external clients. Give inputs on Interim and Annual Financial Statements. Prepare monthly reconciliation of Financial Systems. Prepare and process documentation to implement a debt or write-off based on Loss Control's recommendation. Ensure that payments are paid within the prescribed period of 30 days. Attend to audit and internal control queries, draft submissions and other correspondence relating to the sphere of work. Coordinate the performance agreements and do half yearly and annual performance reviews for subordinate.

**ENQUIRIES** : Ms. A. Bakubaku Tel No: (021) 402 2101

**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 30/75** : **CHIEF HORTICULTURIST: HORTICULTURE REF NO: 2023/336**

**SALARY** : R359 517 per annum

**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Horticulture and/ or Landscaping or an equivalent qualification coupled with appropriate supervisory experience in a Horticultural environment. A valid Code B driver's license. Computer literacy.

**DUTIES** : Manage garden maintenance activities at State Properties. Manage staff in the unit (Horticultural Services). Assist the Head of the unit in managing garden services contracts. Inspect various sites and ensure that staff comply with the OHS Act and other applicable legislation within the Horticultural sector. Ensure the State gardens are well maintained to aesthetically pleasing standards. Procure materials and tools required. Horticultural assets management.

**ENQUIRIES** : Mr L. Nel Tel No: (012) 342 2033

**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : K. Tlhapane/ Ms. MC. Lekganyane

**POST 30/76** : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2023/337**

**SALARY** : R359 517 per annum

**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Public Management or Administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. A thorough knowledge of Treasury Regulations, SCM and the procurement delegations and procedures, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, BAS, Logis and General office administrative. Skills required: Communication skills, Report writing, planning and organizing, analytical thinking and client liaison. Ability to work under pressure and ability to communicate at all levels.

**DUTIES** : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage

switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

**ENQUIRIES APPLICATIONS** : Mr. M. Raphesu Tel No: (012) 310 5161  
 : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : K. Tihapane/ Ms. MC. Lekganyane

**POST 30/77** : **SENIOR ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 2023/338**  
 (Re-advertising, previously applicants are encouraged to re- apply)

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
 : Pretoria Regional Office  
 : A three year tertiary qualification (NQF Level 6) in Administration/ Public Management or equivalent qualification and appropriate relevant working experience. Knowledge: Departmental processes; Office Administration; knowledge of the Framework for Supply Chain Management; knowledge of the prescripts of the Public Service Act and its regulations, Promotion of Access to Information act, Promotion of Administrative Justice Act, Public Finance Management Act. Skills: communication and writing skills, maintenance of confidentiality of information, computer literacy, interpersonal skills, diary management, organising and planning, time management. Personal Attributes: trustworthy, assertive, highly motivated, people oriented, ability to work effectively and efficiently under pressure, ability to work independently, ability to communicate at all levels, ability to meet deadlines whilst delivering excellent results.

**DUTIES** : Provide effective and efficient administrative support to the section, Legal Services. Maintain filing system electronically and manually; perform logis requests for stationery; drafting of formal standard correspondence to State Attorney and to other Sections; typing of contract agreements and correspondence for Legal Officers; perform office administration functions such as typing, making copies of litigation documents, provisioning of stationery etc.; attend to copying of bulky documents required by the Directorate; make accurate travel and accommodation arrangements; ensure the management, safeguarding and maintenance of the Directorate's assets.

**ENQUIRIES APPLICATIONS** : Ms. B. Dumezweni Tel No: (012) 310 5113  
 : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : K. Tihapane/ Ms. MC. Lekganyane

**POST 30/78** : **ARTISAN FOREMAN: ELECTRICAL REF NO: 2023/339**

**SALARY CENTRE REQUIREMENTS** : R344 811 per annum, (OSD salary package)  
 : Bloemfontein Regional Office  
 : Appropriate Trade Test Certificate and five years post qualification experience as an Artisan. N3 / higher relevant technical diploma. Three phase wireman's license will serve as an advantage. A valid driver's license. Knowledge of the PFMA, OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. Candidate must have extensive experience in the electrical and related operations, including repairs, new installations and maintenance in general. Knowledge of general engineering works, plant works, operation of engineering equipment and be able to read and understand electrical drawings.

**DUTIES** : Design and produce objects with material and equipment according to Job specification and recognized standards. Effective and efficient maintenance of technical faults. Inspect equipment and facilities for technical faults and repairs such according to applicable standards, test repair equipment and facilities against specification, service equipment and/or facilities, update register of maintained and repaired faults, obtain quotations and purchase required equipment and materials, compile and submit reports as required, ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff including Trainee Artisans and learners. Must be willing to work overtime if and when required.

**ENQUIRIES** : Mr. M Mashinini Tel No: (051) 408 7350

**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr. D Manus

**POST 30/79** : **ARTISAN FOREMAN: PAINTING REF NO: 2023/340**

**SALARY** : R344 811 per annum, (OSD salary package)  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : Appropriate Trade Test Certificate in Painting and five years post qualification experience as an Artisan.N3 / Higher relevant technical diploma. Experience in technical and maintenance matters. A valid driver's license. Knowledge of PFMA, OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate.

**DUTIES** : Effective supervision and management of day to day activities of painting trade. Receive, attend to and follow up on job cards. Inspect facilities for technical faults and repairs such according to applicable standards. Supervise and mentor staff including Trainee Artisans and learners. Assist with financial and procurement administration processes of Workshops. Manage Painting staff. Leave management and personnel performance management. Compile reports and must be willing to work overtime if and when required.

**ENQUIRIES** : Mr. M Mashinini Tel No: (051) 408 7350  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr. D Manus

**POST 30/80** : **STATE ACCOUNTANT: BATCH CONTROLLER REF NO: 2023/341**

**SALARY** : R294 321 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Finance or related qualification. Relevant working experience in finance. Knowledge and Understanding of Government budget systems and Financial Systems and Procedures, Supply Chain Management; Public Financial Management Act (PFMA), National Department of Treasury regulations, Guidelines and Directives. Departments' Reconciliation processes; Understanding of Government financial delegations; financial prescripts (GAAP and GRAP. Good verbal and written communication skills; Basic numeracy. Advanced Interpersonal and diplomacy skills, Problem solving and Decision making skills, Numeracy, Statistical skills, Analytical thinking. Ability to work under stressful situations, able to work independently. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Receive WCS, LOGIS and sundry payments documents. Register and keep custody of financial batches, journals and receipts. Assist in attending and settling of clients queries. Ensure that batches issued to client are returned. Archive financial information. Assist the auditing team on compliance testing. Supply audit team to assist with settling of audit queries. Keep records of all requested documents and make follow up if not returned. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports I support of the activities of the unit. Perform other duties as delegated by the supervisor. Attend to queries regarding document handling. Supervise the handling of logistical arrangements in the sub-directorate. Administer the flow of information in and out of the office. Assist with compiling schedules, invoices and financial statements. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Ensure that all supervises are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Ms. B Qalazive Tel No: (021) 202 2027  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 30/81** : **ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2023/342**

**SALARY** : R294 321 per annum  
**CENTRE** : Mthata Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Security Management/Safety Management/Public Administration with relevant experience in security or related field. Driver's License. Knowledge: Relevant legislation related to public security. Including the Minimum Information Security Standards Act (MISS). Disciplinary procedure and what constitute unprofessional conduct. National Information Security Policy. Risk and Threats management. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (National Intelligence Agency, South African Policy Service, PSIRA) Skills: Computer literacy, Leadership and management skill, Effective communication at all levels, Report writing, Presentation Skills, Interpersonal and diplomacy skills, Detecting skills, Problem solving skills and Conflict Management.

**DUTIES** : Security related administration (Security registers, screening and payments). Attend to and report physical security incidents. Monitor security systems and equipment and ensure that they are always functional. Monitor and record the movement of movable assets entering the departmental premises. Monitor access control and key control procedure. Participate in disaster management plans. Inspect all security registers, irregularities and make an entry in the occurrence book and report to supervisor. Report all breaches or alleged breaches of security, or behaviour posing a security risk. Provides administrative and technical support to enhance parking operations.

**ENQUIRIES** : Ms. MA Mapukata Tel No: (047) 502 7089  
**APPLICATIONS** : Mthata Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.

**FOR ATTENTION** : Ms. N Mzalisi Tel No: (047) 502 7000

**POST 30/82** : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2023/343**  
(Re-advertising, previously applicants are encouraged to re- apply)

**SALARY** : R294 321 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Public Management/Property Management/ Property Law with appropriate experience in leasing and administrations. Computer literate. Excellent verbal and written communication skills. Knowledge and understanding of government procurement procedures and regulations, PFMA and PPPFA/SCM, Understanding of property market and its trends. Valid driver's license.

**DUTIES** : Acquisition of vacant land and or land with improvement thereon and fixed property. Negotiate with owners for acquisition of land/fixed property and rights thereof for use by clients Departments. Maintain the property Information System for all leased property to ensure timeous rental payments. Prepare and compile reports required by Head of Section and supervisor. Advice supervisor and/or clients on issues related to property acquisition, carry out site inspections to ensure clients satisfaction. Drafting of lease contracts and other documents. Liaise with Clients Departments and Building owners and lease administrator to ensure clients satisfaction.

**ENQUIRIES** : Mrs. M Lekoeneha Tel No: (051) 408 7531  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr D Manus

**POST 30/83** : **ARTISAN ELETRICAL: WORKSHOP REF NO: 2023/344**

**SALARY** : R220 533 per annum, (OSD salary package)  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance

on Government Buildings. A Trade Test in Electrical in terms of the provision 87 of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an Artisan. A Valid Code 8/C1 Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop. NB: The successful candidate must be prepared to work on heights.

**DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993.

**ENQUIRIES APPLICATIONS** : Mr. M Mashini Tel No: (051) 408 7350  
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr. D Manus

**POST 30/84** : **SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/345 (X5 POSTS)**  
(36 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
: Cape Town Regional Office  
: A Senior Certificate / Grade 12 or equivalent qualification. Relevant working experience in Movable Asset Management. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Asset Management Framework, Financial systems (LOGIS). Computer literacy (MS Word, Excel, Access and Outlook). Strong analytical, and interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of Logis and Bas systems (Asset Management Functions). A valid driver's license.

**DUTIES** : Provide administrative support services in the process of acquiring movable assets. Assist to conduct departmental physical verification of Movable Assets. To ensure administrative assistance in the process of disposing movable assets. Ensure stock discrepancies are accounted for, and disposal process is followed in a correct procedure. Provision of movable assets to all relevant stakeholders. Liaise with management regarding the state of assets. Make a follow up regard to updating of inventories. Updated and accurate, compliant asset register. Liaise regarding movable assets order.

**ENQUIRIES APPLICATIONS** : Ms. N Poswa Tel No: (021) 402 2198  
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 30/85** : **ACCOUNTING CLERK: (BATCH CONTROLLER) REF NO: 2023/346**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
: Cape Town Regional Office  
: Senior Certificate / Grade 12 or equivalent Qualification. Relevant working experience in Finance. Knowledge And Understanding of Transversal financial systems; Treasury Regulations; State budgeting procedures; administration; Analytical thinking; Accounting and numeric skills, Budgeting and Communication. Ability to work under pressure, ability to communicate; Problem solving; Creative; Dedicated; Approachable; Innovative. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Receive WCS, LOGIS and sundry payments documents. Register and keep custody of financial batches, journals and receipts. Assist in attending and settling of clients queries. Ensure that batches issued to clients are returned. Supply audit samples to assist with settling of audit queries. Archive financial information. Keep records of all requested documents and make follow up if not returned as agreed. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. Perform other duties as delegated by supervisor. Attend to queries regarding

document handling. Capture PMIS payments, such as unplanned payments, Capture BAS payments. Compile journal entries. Verify the supplier's details on the PMIS system. Reconcile BAS and PMIS system to determine unplanned maintenance. Assist with ordering of material and equipment from suppliers. Administer documentation for requisitions and reports. Submit invoices payments. Organise office logistical matters and act as a general receptionist. Administer placement, work schedules and consolidated leave record of component staff.

**ENQUIRIES** : Ms. B Qalazive Tel No: (021) 402 2027  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.  
**FOR ATTENTION** : Ms. C Rossouw

**POST 30/86** : **ADMINISTRATIVE CLERKS WORKS MANAGEMENT) REF NO: 2023/3487 (X3 POSTS)**  
 (36 Months Contract)

**SALARY** : R202 233 per annum  
**CENTRE** : Mthatha regional Office  
**REQUIREMENTS** : Senior Certificate / A Grade 12 or equivalent qualification. Relevant years of experience in clerical and office administration duties or Works Management or Facilities Management. Must have Knowledge computer literacy (word processing, spreadsheets, and presentation), Reapatala, Archibus, Wox4u and papertrail. Good verbal and written communication skills. Basic Knowledge of public finance act, Accruals, report writing and submissions. Sound general office administrative and organizational skills. Ability to work under pressure, independently and to be trustworthy. Good interpersonal relations skills and basic numeracy. Willing to adapt work schedule in accordance with office requirements. Three year qualification (NQF Level 6) in administration qualification or relevant qualification as recognized by SAQA will serve as an advantage.

**DUTIES** : Ensure co- ordination and record complaints. Ensure all complaints are recorded and attended to. Approve complaints on Archibus System. Update the status on Worx4u system using quotations. Capture quotation on the spread sheet. Follow up on quotations from work managers. Check quotation versus the complaint and calculations. Administer and capture payments. Capture approved fund on the system and forward to SCM for Order. Follow up on outstanding orders to be issued from SCM. Compile Accruals. Compile 415 forms with the reports and for forward to works managers. Receive 415 from control works manager forward to delegated Authority for fund approval. The incumbent will be responsible to perform office administrative activities and liaise with stakeholders relevant to the office. Prepare documents for meetings, presentations and reports and organize office logistical matters. General receptionist and make required transport, travel and accommodation arrangements. Correspondence, documents and reports, draft and type correspondence and documents. Manage the flow of information and documents in the office and the communication to and from office. Processing of forms and documents related to claims, payments, invoices and consultant fees relevant to the office.

**ENQUIRIES** : Ms. L Mpukane Tel No: (047) 502 7040  
**APPLICATIONS** : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.

**FOR ATTENTION** : Ms. N Mzalisi Tel No: (047) 502 7000

**POST 30/87** : **GENERAL WORKER: MOVABLE ASSET MANAGEMENT REF NO: 2023/348**  
 (36 Months Contract)

**SALARY** : R147 036 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : Applicants must be in possession of an ABET certificate equivalent to Grade 10. Good communication skills. Honest and reliable be in good health to cope with the physical demands of the position. Be able to work in a team work. A valid Driver's License.

**DUTIES** : Perform general assistance work, and service to the department: Load, pack and unload of Assets to the relevant location. Moving and transporting of



Assets to the appropriate destination or location identified by the user department. Ensure Arrangement and packing the furniture into the relevant Store. Wrap Assets in protective material suitable for that particular assets. Ensure that no items are damaged while moving in and out Assets. Place Assets in the requested positions at the new location. Perform inventory monitoring, assets and ensure that no items are lost during transportation process. Assist with the Physical cleaning of Stores and Assets at all times.

**ENQUIRIES** : Ms. N. Poswa Tel No: (021) 402 2198  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.  
**FOR ATTENTION** : Ms. C Rossouw

**POST 30/88** : **TRADESMAN AID: WORKSHOP REF NO: 2023/349**

**SALARY** : R147 036 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : Must have a Grade 10/ Standard 8 qualification. Relevant workshop experience between 2-5 years in Electrical/ Carpentry or Building. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.

**DUTIES** : Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to ensure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.

**ENQUIRIES** : Mr. M Mashinini Tel No: (051) 408 7350  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr. D Manus

**POST 30/89** : **GROUNDSMAN REF NO: 2023/350**

**SALARY** : R125 373 per annum  
**CENTRE** : Bloemfontein Regional Office (Springfontein)  
**REQUIREMENTS** : Grade 10 or Standard 8. Nursery/Gardening experience will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of garden materials and equipments will be an added advantage.

**DUTIES** : Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in beds, Fertilizing lawn and plant beds; Planting of new plant material in the area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

**ENQUIRIES** : Ms. N Nkentsha Tel No: (051) 408 7345  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr. D Manus

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

## OTHER POSTS

- POST 30/90** : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: "SSA S"**
- SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF7) in Financial Accounting or relevant related qualification as recognised by SAQA. Post Graduate qualification in Financial Accounting or relevant related qualification as recognised by SAQA would be considered an added advantage. 3-5 years of relevant administrative experience in the Salaries Administration environment. Computer Literacy (MS Office Packages) with excel at an advanced level and BAS certificate. Possess the following competencies: Communication (written and verbal), Interpersonal skills, Presentation skills, Service delivery innovation and Policy implementation.
- DUTIES** : Authorise financial transactions inclusive of but not limited to: approving financial transactions processed on PERSAL, such as allowances and deductions, verifying of transactions captured on the financial system or associated systems for accuracy and completeness, compiling of payroll reports etc. Review relevant accounting ledgers for exceptions, rejected transactions, and related uncleared balances, and perform monthly reconciliations. Verify and submit performance statistics on operational activities and supervise the filing of the processed documents. Supervise employees in respect of coaching and mentoring.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitmen4@dsbd.gov.za](mailto:recruitmen4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "SSA S"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.
- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.
- POST 30/91** : **SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: "SSA FA"**
- SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF7) in Financial Accounting or relevant related qualification as recognised by SAQA. Post Graduate degree in Financial Accounting or relevant related qualification would be considered an added advantage. 3-5 years of relevant administrative experience in Financial Accounting/Administration. Computer Literacy (MS Office Packages) with excel at an advanced level and BAS certificate. Possess the following competencies: Communication (written and verbal), Interpersonal skills, Presentation skills, Service delivery innovation and Policy implementation.
- DUTIES** : Authorise financial transactions inclusive of but not limited to approving payments and journal transactions on transversal systems in line with Standard Charts of Accounts (SCOA) classification and proper budget allocation, reviewing of transactions on the general ledger for accuracy and completeness. Maintain debtor's account in respect of reviewing accurate capturing of debt take-on and write-off, reviewing supporting documents and following-up on long outstanding claims, compiling monthly debtors' statements, age analysis and Identifying debts to be written off. Review relevant accounting ledgers for exceptions, rejected transactions, and related uncleared balances, and perform monthly reconciliations. Review daily petty cash counts and monthly reconciliation. Compile reports on all the findings in

- relation to all payments and monthly reports etc. Supervise filing of the processed documents and employees in respect of coaching and mentoring.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: SSA FA"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.
- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.
- POST 30/92** : **HR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION "REF NO: HRP: HRA"**
- SALARY** : R294 321 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Human Resource Management / Development / Public Administration / Public Management or related human resources qualification as recognised by SAQA. A minimum of 2 years' experience in a Human Resource Management environment. Sound knowledge of the Personnel Salary system (PERSAL). Computer literacy with knowledge and experience of Microsoft Office packages. PERSAL training (Introduction/ Leave / Personnel Administration) will be considered an added advantage. Possess skills in Project Management, Stakeholder Management, Citizen Service Orientation, Organisational Communication Effectiveness (Verbal and Non -Verbal), Problem-solving, Planning and Organising skills and Technical Proficiency.
- DUTIES** : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as Recruitment and Selection, Appointment / Transfers / Promotions / Terminations, Employee Service Benefits, Leave Administration and in the general HR Administration environment. Develop standardised templates, schedules and registers to support the implementation process. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training relevant to the HR admin environment. Implement and maintain systems, processes and procedures. In terms of Recruitment and Selection Processes: administer the application process (collect & screen), Facilitate shortlisting and interview process, take minutes, facilitate the verification process, Draft submissions and compile post files etc. capture appointments/transfers/promotions/terminations. Implement OSD translations. Implement, advise and safe record keeping of employee service benefits. Implement and update employee benefits such as allowances (GEHS / Role Playing / Sessional / Standby, etc), Overtime, Pension, Medical aid and Resettlement etc. in terms of Leave Administration: capture and update leave applications on PERSAL. Issue, receive and reconcile applications. Perform leave Audits, retrieve and submit documents for audit requests. Advise, compile and submit PILIR applications to the health risk manager. Develop and maintain HR systems. Develop / design databases. Capture/update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safekeeping of personnel records. Compile weekly and monthly reports. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources administration-related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (including the procurement process). Arrange transport and serve as secretariat on HR meetings.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: HRP"

- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.
- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.
- POST 30/93** : **CHIEF ACCOUNTING CLERK REF NO: "CAC"**
- SALARY** : R294 321 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Financial Management or relevant related qualification as recognised by SAQA. Bachelor's Degree (NQF 7) in Financial Management or related relevant qualification as recognised by SAQA would be considered an added advantage. Minimum of 3 years experience in a Financial Accounting environment. 3 years of working knowledge of transversal systems applicable to the Public Service. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA and Financial Manual). Computer Literacy (MS Office Packages) with excel at an advanced level. Certificates in BAS and Persal. Possess the following skills: planning, organising, problem-solving, interpersonal, teamwork, basic numeracy, and accuracy.
- DUTIES** : Supervise and render financial accounting transactions. Receive, verify, and allocate invoices to subordinates for processing. Verify and approve the captured invoices. Supervise the filing of all documents and the collection of cash. Supervise and perform bookkeeping support services. Verify all financial transactions captured and clear transactions on suspense accounts. Record debtors and creditors. Verify and process electronic banking transactions. Verify the compiled journals. Compile monthly reports. Communicate with staff, service providers and all relevant stakeholders. Draft general correspondence such as response letters, emails, status reports, formal presentations, and submissions. Give advice on procedural and technical-related matters in respect of policies and strategies to ensure compliance.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment5@dsbd.gov.za](mailto:recruitment5@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: CAC"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.
- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to dticapplications@tianaconsulting.co.za (Ref no. should appear in subject-line), by post to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 11 September 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity affirmative action employer.

## MANAGEMENT ECHELON

- POST 30/94** : **DIRECTOR: PRIMARY MINERALS PROCESSING AND CONSTRUCTION REF NO: SECTORS - 088**  
Overview: To manage the development and implementation of policies, strategies and programmes for the Primary Minerals Beneficiation & Construction sector
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An undergraduate qualification (NQF Level 7) in Economics / Mining Engineering / Commerce. 5 years' relevant middle/senior managerial experience in a Mining Engineering / Construction / Policy Development Mining / Construction environment. Skills/Knowledge: Experience in policy development, industrial planning, and strategy implementation within the minerals processing and construction sector. Experience in research and analysis, stakeholder and customer relations, monitoring and evaluation, research and analysis, people management, project management and financial management. In-depth understanding of policy development processes and stakeholder engagement. Strong analytical capabilities to interpret data and trends, informing decision-making. Strong analytical skills with a proven ability to manage research and analysis projects. Excellent verbal and written communication skills, with the ability to represent the sector in various forums. Ability to package research information for strategy development. Strategic capability and leadership skills, presentation skills,

organisational planning and customer focus. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Industrial Policy Action Plan, Preferential Procurement Policy Framework Act, a Sector Master Plan: Steel Sector and other related regulations. Proficient in MS Packages.

**DUTIES**

: Manage the formulation and development of sector-specific policies and strategies, driving the execution of the Annual Performance Plan (APP). Foster continuous engagement and coordination within the sector through impactful policy advocacy. Manage quarterly sector performance analysis, guide research and analysis within critical sub-sectors to shape policies. Consolidate research findings to refine policies in line with the Strategic Plans of the dtic and Government. Drive government initiatives for localizing and enhancing value-addition in the Primary Minerals & Construction sector. Manage technical inputs and industry engagements to ensure successful localization efforts. Establish and maintain engagement platforms with key stakeholders, collaborating with other departments to create a conducive policy environment. Represent the department in sector-specific forums and focus groups. Develop strategic plans, managing budgetary and human resource aspects of the directorate. Provide key inputs for government reporting structures, ensuring streamlined internal administration. Oversee third-party contracts, including Service Level Agreements and consultant engagements. Navigate governance aspects related to third-party contracts. Conduct policy and methodology reviews, benchmarking against international best practices. Extend support for seamless program implementation, contributing to sector advancement.

**ENQUIRIES**

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

**OTHER POSTS**

**POST 30/95**

: **DEPUTY DIRECTOR: MINING EQUIPMENT REF NO: SECTORS - 090**  
 Overview: To develop policies, analysis and implementation action plans, advise and provide technical support on Mining Equipment, Minerals Beneficiation and Construction sector in South Africa, rest of Africa, South America and other markets.

**SALARY CENTRE REQUIREMENTS**

: R958 824 per annum (Level 12), (all-inclusive remuneration package)  
 : Pretoria  
 : A three-year National Diploma / B Degree in Public Policy /Economics / International Relations / Mechanical Engineering/ Mining Engineering/ Electrical Engineering/ Mineral Processing/ Metallurgy/ Industrial Engineering/ Technology. 3-5 years' relevant managerial experience in conducting research and developing policies. Skills/Knowledge: Proven experience in developing and reviewing policies, procedures, and strategy implementation within the Minerals sector. Proficiency in research and analysis, stakeholder management, monitoring and evaluation, people management, project management, and financial management. Exceptional analytical abilities for conducting research, interpreting data, and creating actionable recommendations. Ability to support sector development interventions and drive policy directives. Strategic planning skills, including action plan development and execution. Strong financial acumen, including budgetary planning and oversight. Expertise in project management and monitoring methodologies. Strategic capability and leadership skills, including effective communication (verbal and written), analytical thinking, presentation skills, problem solving skills, organizational planning, stakeholder management and customer focus. Sound knowledge of legislative acts such as the Public Service Regulations, Treasury Regulations, Public Finance Management Act, Public Service Act, Preferential Procurement Policy Framework Act. Proficiency in MS Office Packages.

**DUTIES**

: Develop and enhance programs to elevate SA suppliers' competitiveness in the minerals sector value chain across diverse markets. Formulate localization programs within SA and export programs for the global minerals value chain. Refine sector export programs to strengthen the global minerals value chain. Assist in implementing government policies for advancing the Minerals Value Chain in SA. Advocate for policies and co-coordinate within growth potential Capital Equipment Industries. Collaborate with relevant government units to create a supportive policy environment. Foster collaborations through stakeholder liaisons and joint program development. Actively engage in forums

addressing capital goods and services supply to minerals value chain. Identify stakeholder needs within Minerals Value Chain Equipment sector. Establish partnerships and drive initiatives through partnership agreements. Cultivate relationships with stakeholders, including government departments, business, labour, and tiers of government. Oversee research to inform growth-focused interventions. Research competitiveness and sub-sector development in Minerals Value Chain Equipment sector. Provide technical inputs for local content promotion in Minerals Value Chain procurement. Analyze capital goods and services requirements within minerals value chain. Support sector development interventions in alignment with policy directives. Execute action plans for policy implementation and sector growth. Create export development plans for Minerals Value Chain Equipment sector. Conduct annual reviews, propose remedial actions, and prepare reports. Contribute to annual business plans, MTEF, MTSF, and budget planning. Compile monthly progress reports, ensuring adherence to timelines and budgets. Submit performance-related documents per performance management requirements.

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

**POST 30/96** : **DEPUTY DIRECTOR: ECONOMIC INFRASTRUCTURE AND LOGISTICS**  
**REF NO: ISID - 028**

Overview: To manage the development of economic infrastructure and the efficiency of economic logistics along various economic development corridors by designing and implementing policies, programmes and strategies

**SALARY** : R958 824 per annum (Level 12), (all-inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A three-year National Diploma / B Degree in Economics / Development Studies. 3-5 years' relevant managerial experience in Entrepreneurship and Business Development environment. Skills/Knowledge: Experience in developing and implementing market access policies, programme and strategy implementation. Experience in research and analysis, stakeholder and customer relations, monitoring and evaluation, research and analysis, people management, project management and financial management. Strong analytical skills with a proven ability to manage research and analysis projects. Ability to package research information for strategy development. Proficiency in data management and analysis tools. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. In-depth knowledge of South African infrastructure policies, programs, and regulations. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and other related regulations. Proficient in MS Packages.

**DUTIES** : Conceptualize and implement a comprehensive framework for Small, Medium, and Micro Enterprises (SMMEs) in business infrastructure. Develop strategies for managing SMME asset bases and facilitate their growth. Promote SMME participation in road construction and maintenance projects. Facilitate access to support mechanisms for SMMEs. Manage research on enterprise development opportunities within the rail sector of South African Infrastructure Programmes (SIPS). Identify potential avenues for enterprise development through thorough research and analysis. Maintain a comprehensive database of researched information. Identify opportunities for enterprise development in the rail sector of SIPS and map the economic infrastructure. Collaborate in the development of strategies and programs to enhance market access. Collaborate with service providers for feasibility studies related to market access. Drive the promotion of the Southern African Development Community (SADC) economic infrastructure and logistics programs. Explore the feasibility of establishing a northern aviation hub in Africa, considering industrialization opportunities. Develop project frameworks for economic infrastructure and logistics initiatives. Provide essential inputs for submissions and work documents related to economic infrastructure and logistics. Conduct site visits for various projects. Analyze the impact of infrastructure investment and logistics efficiency on Foreign Direct Investments (FDIs). Draft comprehensive reports on the state of South Africa's infrastructure, logistics networks, and trade policies. Establish and nurture relationships with relevant government departments, agencies, and private sector stakeholders. Address logistics challenges and economic infrastructure needs in collaboration with stakeholders. Act as a link between market opportunities and all stakeholders.

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

**POST 30/97** : **DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: ISID - 049)**

Overview: To manage the promotion of regional and local economic development and enhance the competitiveness of regional and local economies through targeted regional programmes, Geographic Information Systems and policy measures.

**SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive remuneration package)  
: Pretoria

: A three-year National Diploma / B Degree in Economics / Development Planning Studies. 3-5 years' relevant managerial experience in an Economic Development environment. Skills/Knowledge: Experience in programme and strategy implementation. Experience in Geographic Information Systems and data management. Experience in capacity building, contract management, stakeholder and customer relations, monitoring and evaluation, research and analysis, people management, project management and financial management. Proven track record in Local Economic Development project management. Ability to conduct reviews and prepare comprehensive reports. Ability to package research information for strategy development. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act, Regional Industrial Development Plans and other related regulations. Proficient in MS Packages.

**DUTIES** : Facilitate collaborative planning and detailed implementation strategies with provinces and municipalities, ensuring alignment with key policies and economic objectives. Manage ongoing interventions by the unit, ensuring their congruence with overarching policies. Generate thematic maps through Geographic Information System (GIS) for economic potential assessment and industrial opportunities. Produce detailed analytical reports supporting economic potential and industrial opportunities. Oversee GIS server management, procurement, updates, and licensing. Utilize geo-spatial data sources to enhance service delivery. Manage storage, analysis, publication, and distribution of geo-spatial data and maps to stakeholders. Identify capacity constraints and competencies among municipality officials. Analyze needs and recommend system improvements for improved service delivery. Foster sustainable Regional Growth Coalitions and recommend coalition partners. Guide Local Economic Development Agencies through collaborative work programs. Lead Local Economic Development project implementation. Enhance processes, benchmark efficiency, and ensure effective communication of project progress. Develop internal work processes to improve customer service and institutionalize project management methodologies. Monitor project milestones and create informed implementation plans. Develop and oversee tender specification documents for outsourced services. Coordinate selection processes for service providers. Draft Bid Evaluation Committee minutes, secure approvals, and facilitate monthly meetings. Evaluate outputs and ensure service provider payments. Build relationships with key economic development stakeholders. Communicate project statuses and provide information to stakeholders. Disseminate best practices in regional economic development. Manage site visits for proposed economic development proposals. Assess program and project impact in provinces. Conduct annual reviews, prepare impact reports, and generate quarterly performance reports. Collaborate with the OCIO to manage Geographical Information System memory space. Recommend interventions for comprehensive municipal participation in global markets. Manage research information for strategy and related instruments. Identify regional development potential and needs, prioritizing key objectives. Conduct international and local-based research and benchmarking for policy experiences and good practices.

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



## DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
- FOR ATTENTION** : Recruitment Unit. Room 4034.
- CLOSING DATE** : 15 September 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## OTHER POSTS

- POST 30/98** : **ADMINISTRATIVE ASSISTANT REF NO: DOT/HRM/2023/52**  
Branch: Office of the Director-General  
Chief Directorate: Office of the Director-General  
Directorate: Office of the Director-General  
Sub-Directorate: Office of the Director-General
- SALARY** : R241 485 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a recognised NQF Level 6 in Public Management / Administration / Financial Management / Business Management / Management with one (1) year experience Knowledge and Skills: (Competencies) Ability to work with people, be organised, assertiveness and a sense of urgency, maintain confidentiality, a valid driver's license; understanding and experience of customer service, commitment to customer service and satisfaction, understanding of customer requirements and delivery of such requirements; experience in filing, tracing of documents and dealing with clients, have a broad understanding of issue in the DG's office.
- DUTIES** : Maintain the filing system in the office; Provide general administrative support; Maintain a document tracing and database; Assist with payments, claims and orders of consumables and maintenance of photocopier.
- ENQUIRIES** : Ms Michelle Phenya Tel No: (012) 309 3172
- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**POST 30/99** : **REGISTRY CLERK REF NO: DOT/HRM/2023/51**  
Branch: Corporate Services  
Chief Directorate: Human Resources Management and Development  
Directorate: Human Resources Management and Administration  
Sub-Directorate: Human Resources Administration

**SALARY** : 202 233 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate with no experience.  
Knowledge and Skills: Computer and Communication skills.

**DUTIES** : Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Render general administrative support.

**ENQUIRIES** : Mr Robert Thavhanyedza Tel No: (012) 309 3974  
**NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

**OTHER POSTS**

- POST 30/100** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 656 (X5 POSTS)**  
Directorate: Orthopaedic Surgery
- SALARY** : R1 214 805 per annum, (all inclusive)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Appropriate qualification that allow registration with HPCSA as Medical Specialist. Registration with the HPCSA as Medical Specialist in Orthopedics. HPCSA registration as a Medical Practitioner. No experience required. Post qualification FC Ortho (SA). Competence/Knowledge/Skills: 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.
- 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 registrars, medical officers, interns, and nurses. Manage patients and provide administrative in the Orthopaedic Spinal Unit at CHBAH, including deputizing for the head of the spine unit during his absent. Provide after – hours consultant duties and other general orthopaedic duties as required. ensure the proper and economical use of equipment and other resources an ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment). Undertake appropriate clinical research and provide MMed supervision.
- ENQUIRIES** : Prof Ramokgopa /Ms. PK. Mofokeng Tel No: (011) 933 8914  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered)
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/101** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 657 (X4 POSTS)**  
Directorate: Anaesthetics
- SALARY CENTRE REQUIREMENTS** : R1 214 805 per annum, (all inclusive)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. HPCSA registration as a Medical Practitioner. No experience required. Exposure in working in the public sector will be added as advantage. Competence/Knowledge/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. Good leadership skills, excellent communication (verbal and written), ability to resolve conflict and good interpersonal skills.
- 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 registrars, medical officers, interns, and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Dr. P Mogane Tel No: (011) 933 9335  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/102** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 658 (X1 POST)**  
Directorate: Surgery (Breast Unit)
- SALARY CENTRE REQUIREMENTS** : R1 214 805 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA and current HPCSA registration for April 2023/March2024. Must be Computer Literate. Surgical skillset to manage emergency general surgery patients will be an added advantage. Competence/Knowledge/Skills: Ability to manage benign and malignant breast conditions. 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, an interest in breast surgery is an advantage. The candidate must be able to work independently, under pressure and beyond normal working hours and work with diverse multi-disciplinary teams. Ability to initiate and conduct research. Knowledge of legislation, policies and procedure pertaining to health care users.
- DUTIES** : Provision of a comprehensive clinical breast surgery service for patients at Chris Hani Baragwanath Academic Hospital. Supervision of the management patients with breast and general surgical conditions and performing and supervising appropriate surgical operations. Management of a team of junior and senior colleagues. Establishment of excellent working relationships with interdisciplinary teams. Teaching and training of undergraduates, interns, medical officers, and registrars. Teaching ward rounds and theatre management at cluster hospitals. Administrative duties within the Department of Surgery. Coordinating logistics and obtaining equipment and pharmaceuticals. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Attend meetings and training as approved by HOD and HOU. Maintain quality assurance standards and other Departmental policies. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Prof. MD Smith and Dr N Murugan Tel No: (011) 933 9267/8804  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for

clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/103** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 659 (X1 POST)**  
Directorate: Surgery (Endocrine Unit)
- SALARY** : R1 214 805 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA and current HPCSA registration for April 2023/March2024. Must have completed the MMED and be Computer Literate. Must be involved in the call roster in the management of general surgical emergencies. Competence/Knowledge/Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal relationship. The successful candidate must be dedicated, disciplined, resilient, self-confident and to show special interested in Endocrine Surgery. The candidate must be able to be part of endocrine surgery team and to interact with other disciplines involved in the care of endocrine patients. Must be keen and able to initiate and conduct research. Must be familiar with the legislation, policies and procedure pertaining to health care users.
- DUTIES** : To provide a comprehensive clinical Endocrine surgery service for patients at Chris Hani Baragwanath Academic Hospital. Willing and eager to be trained in endocrine Surgery and to be committed in academic in order to provide long-term service in this scarce field. The candidate must be willing to be involved in research and training of the undergraduate students, medical officer and registrars. To be willing to participate in the intervarsity endocrine surgery meeting. To contribute to the well-being of the established multidisciplinary endocrine team. To be involved in the administrative duties within the Department of Surgery and to participate in all divisional, departmental and faculty activities as part of the continued medical education to keep up with current innovation. To perform duties assigned by the Head of Department of Health. Attend meetings and training as approved by HOD and HOU. Maintain quality assurance standards and other Departmental policies. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof M.D Smith and Prof I Bombil Tel No: (011) 933 9267/8804
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver

to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 08 September 2023

**POST 30/104**

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 660 (X2 POSTS)**  
Directorate: Cardiology  
(This is a Three (3) year contract)  
Training Fellowship in Cardiology and the candidate will be expected to write the Certificate in Cardiology)

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

: R1 214 805 per annum, (all-inclusive)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal specialty. Registration with the HPCSA as a Medical Specialist. Current HPCSA registration for 2023/2024. Experience in the public sector would be an advantage. This experience 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 a 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**  
**APPLICATIONS**

: Prof MR Nethononda Tel No: (011) 933 8197  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 08 September 2023

**POST 30/105**

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 661 (X1 POST)**  
Directorate: Intensive Care Unit

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

: R1 214 805 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist for 2023/2024. Completion of Registrar time in Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology, or Medicine. Registration with HPCSA as a specialist in Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology or Medicine. Exposure in Critical Care in an accredited Intensive Care unit recommended Completion of Colleges of Medicine specialist exam. Current specialist registration with the HPCSA for April 2023/March 2024. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit and other clinical departments. 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 a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage.

**DUTIES**

: Administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Co-ordinating logistics of ordering and obtaining equipment and pharmaceuticals  
4Involvement in hospital committees and liaison with other departments within the hospital. Participate in the functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation. Provision of clinical support and outreach programs. 10.To participate, support and promote research relevant to Critical Care Medicine. The ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attending meetings and training as approved by HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

**ENQUIRIES**

: Prof Mathivha Tel No: (011) 933 0270

**APPLICATIONS**

: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023

**POST 30/106** : **MEDICAL REGISTRAR REF NO: CHBAH 662 (X1 POST)**  
Directorate: Urology

**SALARY** : R906 540 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : A MBChB Degree and completed community service. Have successfully passed CMSA intermediate examinations in surgery. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and current HPCSA registration for April 2023/March2024. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational values and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal skills.

**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.

**ENQUIRIES** : Dr S Doherty Tel No: (011) 933 8107/8  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023

**POST 30/107** : **MEDICAL REGISTRAR REF NO: CHBAH 663 (X1 POST)**  
 Directorate: Surgery

**SALARY** : R906 540 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : A MBBCh degree and completed community service. Have successfully passed CMSA intermediate examinations in surgery. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and current HPCSA registration for April 2023/March2024. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational value's and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal skills.

**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.

**ENQUIRIES** : Dr S Doherty Tel No: (011) 933 8107/8  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023

- POST 30/108** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 664 (X10 POSTS)**  
Directorate: Paediatrics and Child Health
- SALARY CENTRE** : R906 540 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH), Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner for 2023/2024. Must be post Community Service. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico-Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Prof Velaphi Tel No: (011) 933 8400/ 8416  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/109** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 665 (X17 POSTS)**  
Directorate: Intensive Care Unit
- SALARY** : R906 540 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a medical practitioner for 2023/2024. Must be post Community Service. Current up-to-date resuscitation courses APLS (or PALS), ACLS, ATLS required. BASIC (ICU) course will be an added advantage. Training opportunities are inter alia available in the Intensive Care unit.
- DUTIES** : Delivery of clinical services to critically ill patients. Participate in a multidisciplinary approach to the management of critically ill patients, under the supervision of the ICU consultants. Evaluation and examination of referrals to the ICU in consultation with the ICU consultants. Performance of practical procedures relevant to the care of the critically ill patient. Participation in departmental meetings, journal clubs, Mortality and Morbidity meetings, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the ICU. Participate in clinical research conducted in the ICU. After hours (night and weekend) duties to provide continuous uninterrupted care of the critically ill patient. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof Mathivha Tel No: (011) 933 0270  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/110** : **MEDICAL REGISTRAR REF NO: CHBAH 666 (X1 POST)**  
Directorate: Neurology
- SALARY** : R906 540 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA. HPCSA registration as an independent medical practitioner for 2023/2024. Must have FCN Part 1. Exposure in working in Internal Medicine or Neurology will be an added advantage.
- DUTIES** : As a Registrar in Neurology, the candidate will rotate on a six-monthly basis between the Neurology Units of all three academic teaching hospitals, CHBAH, CMJAH and HJH. Duties will include the full complement of rendering Neurology inpatient and outpatient services, neurophysiology services including EEG, EMG, NCS and others. Attendance and service at all departmental commitments is required daily including after hours. The candidate will be responsible for the clinical management of neurology patients within any of the WITS affiliated training hospitals. Registrars will liaise with their consultants on a daily basis regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Registrar duties include the participation in all academic and teaching activities of the department and encompass the completion of a Mmed degree during the set time of appointment. Desired candidates will be required to set an appropriate example of an outstanding medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr N Mqhayi-Mbambo Tel No: (011) 933 9154/8154  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/111** : **MEDICAL OFFICER REF NO: CHBAH 667 (X2 POSTS)**  
Directorate: Radiology
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as a medical practitioner. Diploma/Part 1 in relevant department will be an added advantage. Training opportunities are inter alia available in Radiology Department.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Medical Officers will be rotated through related departments in the hospitals. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof Mngomezulu Tel No: (011) 933 8393/ 0193
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/112** : **MEDICAL REGISTRAR REF NO: CHBAH 668 (X10 POSTS)**  
Directorate: Paediatrics and Child Health
- SALARY CENTRE** : R906 540 per annum (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH), Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospital.
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner for 2023/2024. Must be post Community Service. Must have FCPaed Part 1. 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** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico-Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS). Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Prof Velaphi Tel No: (011) 933 8400/ 8416  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for



clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/113** : **MEDICAL REGISTRAR REF NO: CHBAH 669 (X6 POSTS)**  
Directorate: Radiology
- SALARY CENTRE** : R906 540 per annum, (all-inclusive package)  
Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner for 2023/2024. Must have Diploma/Part 1 in relevant department. Exposure in working as a Medical Officer in relevant department. Training opportunities are inter alia available in Radiology Department.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Registrar will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS). Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

- ENQUIRIES** : Prof Mngomezulu Tel No: (011) 933 8393/ 0193
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department Of Radiology – Based Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother And Child And Helen Joseph Hospitals.
- CLOSING DATE** : 08 September 2023
- POST 30/114** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 670 (X6 POSTS)**  
Directorate: Internal Medicine
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner for 2023/2024. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient in Internal Medicine. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance at relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team managing patients. Performance of diagnostic and interventional procedures necessary for the diagnosis and management of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime and rendering of

		after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
<b><u>APPLICATIONS</u></b>	:	Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
<b><u>NOTE</u></b>	:	Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department of Internal Medicine – Based Chris Hani Baragwanath Academic Hospital and Charlotte Maxeke Johannesburg Academic Hospital.
<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>POST 30/115</u></b>	:	<b><u>MEDICAL REGISTRAR REF NO: CHBAH 671 (X8 POSTS)</u></b> Directorate: Internal Medicine
<b><u>SALARY CENTRE</u></b>	:	R906 540 per annum, (all-inclusive package) Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospitals
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner for 2023/2024. Must have FCP Part 1, ACLS, AMLS and Diploma in HIV Management and exposure in working as a medical officer in Internal Medicine.
<b><u>DUTIES</u></b>	:	As a Medical Registrar in Internal Medicine, the candidate will be expected to rotate through General Internal Medicine and Medical subspecialties. In General, Internal medicine, the candidate will be responsible for the clinical management of general medical patients in both the inpatients and outpatients' areas. They will supervise medical officers and interns and liaise with their consultants daily regarding patient management. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training. They will be expected to provide consultation and care of

Internal Medicine patients in other departments within the hospital (e.g. Surgery, Obstetrics etc.). Registrars will be required to rotate through the Wits Internal Medicine Department Hospitals (CHBAH/ CMJAH/ HJH/ TSHEPONG/ SEBOKENG) the desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

- ENQUIRIES** : Dr N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/116** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 672 (X9 POSTS)**  
Directorate: Anaesthetics
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospitals
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a medical practitioner, HPCSA registration as an independent medical practitioner for 2023/2024. No experience.
- DUTIES** : The incumbent will be responsible for delivering Anesthetic services to patients presenting for various surgical procedures. There will also be a need to supervise and teach medical interns and undergraduate medical students. Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by

exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to Anesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Dr P Mogane Tel No: (011) 933 9989  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department of Anaesthesia – Based Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospitals.

**CLOSING DATE** : 08 September 2023

**POST 30/117** : **MEDICAL REGISTRAR REF NO: CHBAH 673 (X12 POSTS)**  
Directorate: Anaesthetics

**SALARY** : R906 540 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospitals

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner for 2023/2024. Must have Diploma/Part 1 in relevant department. Exposure in working as Medical Officer in relevant department. Training opportunities are inter alia available in Anesthetics Department.

**DUTIES** : The incumbent will be responsible for delivering Anesthetic services to patients presenting for various surgical procedures. There will also be a need to supervise and teach medical interns and undergraduate medical students.

Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to Anaesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Dr P Mogane Tel No: (011) 933 9989  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department of Anaesthesia – Based Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Mother and Child and Helen Joseph Hospitals.

**CLOSING DATE**

: 08 September 2023

**POST 30/118**

: **MEDICAL REGISTRAR REF NO: CHBAH 674 (X11 POSTS)**  
Directorate: Orthopaedic Surgery

**SALARY**  
**CENTRE**

: R906 540 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital and Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner for 2023/2024. Must have completed Primaries and Intermediate CMSA exams. Orthopaedics surgery work exposure will be an advantage. Exposure in working as Medical Officer in relevant department experience will be an advantage.

- DUTIES** : The incumbent will be responsible for Fulfilment of all assigned clinical service and academic related duties as per Gauteng Department of Health and the University of Witwatersrand prescripts. A four-year contract will be signed with the relevant hospital authority, which will run concurrently with the university (MMed Orthopaedic Surgery) and HPCSA annual registrations in an accredited training post as a full-time postgraduate student. All trainees are expected to rotate through all the three Wits University affiliated central and satellite hospitals. Participation in identified outreach programmes and commuted overtime as well as adherence to regular performance and development management processes will be mandatory. An orthopaedic surgery specialist qualification will be conferred upon completion and submission of the university MMed dissertation and passing the CMSA-run HPCSA Board exit examination. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof Ramokgopa and Ms. K Mofokeng Tel No: (011) 933 8914
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department of Orthopaedic Surgery - Based Chris Hani Baragwanath Academic Hospital and Charlotte Maxeke Johannesburg Academic Hospital.
- CLOSING DATE** : 08 September 2023
- POST 30/119** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 675 (X11 POSTS)**  
Directorate: Orthopaedic Surgery
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, And Helen Joseph Hospitals

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as a medical practitioner for 2023/2024. No experience required.
- DUTIES** : Fulfilment of all assigned clinical service and academic related duties as expected or as directed by the Clinical Head of Department or proxies. The Medical Officers shall work in support of the Registrars and Interns and participate in commuted overtime. Participation in identified outreach programmes and adherence to regular performance and development management processes will be mandatory. Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism, and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment.)
- ENQUIRIES** : Prof Ramokgopa Tel No: (011) 933 8914
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. Location: Department of Orthopaedic Surgery – Based Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital and Helen Joseph Hospitals.
- CLOSING DATE** : 08 September 2023
- POST 30/120** : **MEDICAL REGISTRAR REF NO: CHBAH 676 (X2 POSTS)**  
Directorate: Otorhinolaryngology (Ent Department)
- SALARY** : R906 540 per annum, (all-inclusive package)



- CENTRE REQUIREMENTS** :
- Chris Hani Baragwanath Academic Hospital
- Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Have Primaries and intermediate exams in ENT, ATLS and BSS in relevant department. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines. HPCSA registration as a medical practitioner for 2023/2024. No experience required.
- DUTIES** :
- The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files and charts on a daily basis and ensure that the latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose, and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers, and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment.)
- ENQUIRIES APPLICATIONS** :
- Dr K. Dayal and Miss Faith Mokoena Tel No: (011) 933 8052
- Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** :
- Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/121** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 677 (X1 POST)**  
Directorate: Paediatric Surgery
- SALARY** : R906 540 per annum (all-inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Officer. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patients. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr. D.S Harrison Tel No: (011) 933 8138
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/122** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 678 (X3 POSTS)**  
Directorate: Ophthalmology
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, registration with the HPCSA as Medical Practitioner. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Provide effective patient care. Teaching of undergraduate students. Participate in departmental academic activities. Administrative duties such as capturing data on Redcap. Commuted overtime is compulsory. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr Hassan Tel No: (011) 933 8775
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/123** : **MEDICAL REGISTRAR 1 REF NO: CHBAH 679 (X3 POSTS)**  
Directorate: Ophthalmology
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Passing of the College of Medicine Ophthalmology Part 1a, 1b and 1c exams. Exposure as a medical officer in Ophthalmology will be advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime and rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessments and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institution: University of the Witwatersrand (WITS). Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Dr Hassan Tel No: (011) 933 8775  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/124** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 680 (X1 POST)**  
Directorate: Emergency Department
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as a medical practitioner. Current BLS and ACLS certification.
- DUTIES** : Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism, and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Dr Z Mohammed Tel No: (011) 933 0115  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/125** : **PHARMACIST GRADE 1 – GRADE 3 REF NO: EHD2023/09/01**  
 Directorate: Pharmaceutical Services  
 This post is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : Grade 1 - Grade 3: R768 489 – R961 614 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC as a Pharmacist. Current Registration with the SAPC as a Pharmacist. Comprehensive knowledge of Government prescripts. Computer literacy (Ms. Word, Ms. Excel, Power-Point) including RX-solution and RDM. Engage in overtime and after hour's call. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Rx- solution and RDM experience is advantageous.
- DUTIES** : Provide pharmaceutical care, including prescription evaluation, dispensing of medication, dispatching of patient ready medicine parcels and provision of information to all stakeholders. Ensure the cost effective and efficient procurement, storage, control, and distribution of pharmaceuticals. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilization of medication and through appropriate stock management. Provision of medicine related information to the public and other healthcare professionals. Ensure compliance to institutional formulary, EML and promote the rational use of medicines. Professional advisory service, including the training, education and development of pharmacy staff and other health workers, and promotion of public health. Participate in continuous professional development to stay current and assist with the facilitation of pharmacy staff training and tutoring. Assist the manager in the co-ordination of activities of the District Pharmacy and Therapeutics Committee (PTC), or in any other committees that is of benefit in improving and managing pharmaceutical services. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 priority standards. Perform all other duties delegated by supervisor or manager.
- ENQUIRIES** : Ms T. Burisch Tel No: (011)878 - 8550
- 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](http://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 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. 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** : 08 September 2023
- POST 30/126** : **PHARMACIST GRADE 1 REF NO: EHD2023/09/02**  
Directorate: Pharmaceutical Services  
This post is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R768 489 – R814 437 per annum, (all-inclusive remunerative package)  
**CENTRE** : Ekurhuleni Health District (Germiston CDU)  
**REQUIREMENTS** : Grade 12 with Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC as a Pharmacist. Current Registration with the SAPC as a Pharmacist. Comprehensive knowledge of Government prescripts. Computer literacy (Ms. Word, Ms. Excel, Power-Point). Engage in overtime and after hour's call. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Driver's license is essential and be willing to travel within Ekurhuleni. Knowledge of monitoring and evaluation processes. Rx-solution and RDM experience is advantageous.
- DUTIES** : Provide pharmaceutical care, including prescription evaluation, dispensing of medication, dispatching of patient ready medicine parcels and provision of information to all stakeholders. Ensure the cost effective and efficient procurement, storage, control, and distribution of pharmaceuticals. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilization of medication and through appropriate stock management. Provision of medicine related information to the public and other healthcare professionals. Ensure compliance to institutional formulary, EML and promote the rational use of medicines. Professional advisory service, including the training, education and development of pharmacy staff and other health workers, and promotion of public health. Participate in continuous professional development to stay current and assist with the facilitation of pharmacy staff training and tutoring. Assist the manager in the co-ordination of activities of the District Pharmacy and Therapeutics Committee (PTC), or in any other committees that is of benefit in improving and managing pharmaceutical services. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 priority standards. Perform all other duties delegated by supervisor or manager.
- ENQUIRIES** : Ms E. Seabi Tel No: (011) 278 – 7891  
**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](http://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** : 08 September 2023
- POST 30/127** : **ASSISTANT MANAGER NURSING (WBPHCOT) REF NO: EHD2023/09/03**  
Directorate: PHC  
This post is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R683 838 – R767 184 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 certificate with R425 basic qualification accredited with SANC (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with SANC as a Professional Nurse. A post basic qualification R48 (Clinical health Assessment, Diagnosis, Treatment and Care) at least 1 year of experience after obtaining a post basic qualification. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in Clinical health Assessment, Diagnosis, Treatment and Care. At least 3 years of the period mentioned above must be recognizable experience at management level. A valid driver's license and computer literacy is essential. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act. Applicant must have strong supervisory and sound interpersonal relations skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision-making, and problem-solving skills. Relevant experience working in PHC setting will be an added advantage.
- DUTIES** : Coordinate the implementation of WBPHCOT in the district. Liaise with relevant stakeholders in WBPHCOT. Manage and supervise WBPHCOT coordinators in the subdistricts. Collate and analyze monthly and quarterly reports from the facilities and consolidate into a comprehensive report. Coordinate community campaigns done by WBPHCOT in accordance with the health calendar, community and facility needs. Coordinate and oversee relevant trainings of the teams according to their scope of work. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth/ethical standards, self -development and mentoring of coordinators. Maintain and manage PMDS of subordinates, ensure effective communication within the teams and health establishment.
- ENQUIRIES** : Ms E. Mashigo Tel No: (011)876 - 1814
- APPLICATIONS** : 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](http://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** : 08 September 2023
- POST 30/128** : **ASSISTANT MANAGER NURSING AREA: NIGHT DUTY - PN-A7 REF NO: CHBAH 681 (X 1 POST)**  
Directorate: Nursing Services (Medicine & Psychiatry Functional Business Unit)
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: A Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. 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 above must be appropriate/recognizable experience at Management Level or as a Night Coordinator/Supervisor in Medicine or Psychiatry Departments. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- 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. manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. 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  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/129** : **ASSISTANT MANAGER NURSING SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE (PN-B4) (NIGHT SUPERVISOR) REF NO: CHBAH 682 (X1 POST)**  
Directorate: Nursing Services (Obstetrics & Gynaecology Department)
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at Management Level/Night Supervisor in Obstetrics & Gynaecology Department. Competencies/Knowledge/Skills: Knowledge of legal prescriptions that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- 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. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. 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  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/130** : **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 683 (X1 POST)**  
Directorate: Nursing Division: Medicine and Psychiatric FBU
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of one year, accredited with SANC in Psychiatric Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience in a Psychiatric unit after obtaining the 1 year post basic qualification in Psychiatric Nursing Science. Current registration with the South African Nursing Council. Qualification in Nursing administration /management will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms. Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.
- DUTIES** : Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses. 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  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution

after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 08 September 2023

**POST 30/131**

: **OPERATIONAL MANAGER: NURSING GENERAL UNIT PN-A5 REF NUMBER: CHBAH 684 (X1 POST)**  
Directorate: Nursing (Outpatient Department)

**SALARY CENTRE REQUIREMENTS**

: R497 193 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: A 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 and current registration. A minimum of (7) years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A qualification in Nursing Administration will be an added advantage. Competencies: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skills, operational planning and organizational skills, leadership and supervisory skills.

**DUTIES**

: Supervise and ensure the provision of effective and efficient patient care. Develop unit report and analyse, co-ordinate, monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional and multidisciplinary team work). Manage and monitor utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates through training and research. Be able to work night shifts weekends public holidays and relieve the supervisor. Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage

effective utilization and supervision of human, financial and material resources. Develop operational unit plan. Implement ideal hospital framework and other protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof.

**ENQUIRIES  
APPLICATIONS**

: Mr. B Mulaudzi Tel No: (011) 933 0134/9779  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 08 September 2023

**POST 30/132**

: **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: CHBAH 685**  
Directorate: Nursing Personnel

**SALARY  
CENTRE  
REQUIREMENTS**

: R497 193 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 3 years of period referred to above must be appropriate / recognizable experience in Nursing Education. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education. Current (2023) SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Competencies/Knowledge/Skills: Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills:

Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

**DUTIES**

: Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework in CETU. Manage effectively supervision and utilization of resources Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Demonstrate an ability to perform research work relevant to Nursing education and related subjects to enhance the quality of CETU. Able to apply technology and programmes to enhance the level of education and teaching programmes. Teaching of clinical nursing practice and nursing standards as determined by the relevant facility.

**ENQUIRIES**

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

**APPLICATIONS**

: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 08 September 2023

- POST 30/133** : **PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1) REF NO: CHBAH 686 (X17 POSTS)**  
 Directorate: Nursing Services (Critical Care, Oncology, Theatre Technique, Advanced Midwifery, Child Care Nursing)
- SALARY CENTRE REQUIREMENTS** : R431 265 per annum, (all-inclusive package)  
 : Chris Hani Baragwanath Academic Hospital (CHBAH)  
 : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134  
 : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/134** : **PHYSIOTHERAPIST GRADE 1 REF NO: CHBAH 687 (X1 POST)**  
Directorate: Physiotherapy
- SALARY** : R359 622 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. Competency/Knowledge Skills: knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Communication skills, report writing skills, planning & organizational skills, networking & liaison skills, basic Physiotherapy clinical skills, research skills, analytical skills, presentation skills. The following will be added advantages: Exposure in a tertiary academic hospital, ICU experience, post-graduate qualification and/or short courses in Physiotherapy. Computer literacy (Ms. Word, Ms. Excel). Ability to work as a member of a multidisciplinary team. Effective interpersonal skill, planning & organizational skills, and leadership qualities.
- DUTIES** : Render effective patient centered Physiotherapy services for in- and outpatients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to national, provincial, institutional, and departmental policies, procedures, regulations, guidelines, and SOP's. Work with colleagues and provide relieve as and when the need arises. Work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision, and participate in performance management and development (PMDS). Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards such as record keeping, data collection, assist with budget control, asset management, etc. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mrs. E Haarhoff Tel No: (011) 933 8927
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/135** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: REFS/TMH/2023/08/01 (X1 POST)**  
Directorate: Occupational Therapy
- SALARY** : R359 622 – R408 201 per annum, plus benefits  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Degree in Occupational Therapy and registration with the HPCSA as an Occupational Therapist. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One year community service experience completed. Experience in paediatric services will be an added advantage. The candidate should be a dynamic individual who adapts well to change and should be able to work independently, within the multidisciplinary team and under pressure. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Computer literacy is essential. Report writing skills, good communication and interpersonal skills are essential.
- DUTIES** : Provide an Occupational Therapy service to both in and out patients in the physical field though efficient and professional assessment and treatment within various areas of the hospital. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Execute all patients and departmental related administrative tasks including data compilation, stock management, attend various internal and external meetings and submission of monthly reports. Plan and prepare for all internal and external audits in the allocated area. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of community service therapists and students. Participate and implement the departmental policy on training and continuous professional development to ensure compliance to departmental standards and effective patient service delivery, in line with provincial and national standards.
- ENQUIRIES** : Ms. K.E Senwedi Tel No: (011) 898 8299  
**APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. The shortlisted candidates in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of interviews. 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** : 08 September 2023, Time: 12H00

**POST 30/136**

: **DIETITIAN GRADE 1 REF NO: CHBAH 688 (X2 POSTS)**  
Directorate: Dietetics

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

: R359 622 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: 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. Current (2023/2024) HPCSA registration. No experience required after completion of Community Service in Dietetics as required in respect of RSA qualified employee. 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, planning and organizational skills, networking and liaison skills, basic Dietetic clinical skills, research skills, analytical skills, computer literacy (MS Office) and presentation skills. Be able to work efficiently and well under pressure with a high patient load. The following will be added advantages: Exposure in a Tertiary Academic Hospital during community service, ability to work as a member of a multidisciplinary team will be added advantage. Effective interpersonal 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 4th year 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. Participate and assist in planning of health promotion events. 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. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Ms. N. Mongoegi Tel No: (011) 933 8685  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/137** : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: CHBAH 689 (X1 POST)**  
Directorate: Clinical Technology (Neurology)
- SALARY CENTRE REQUIREMENTS** : R359 622 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital CHBAH  
: An appropriate B Tech degree or National Diploma in Clinical Technology in Neurology department. Registration with the relevant Health Professional Council of South Africa [HPCSA] as a Clinical Technologist in neurology for 2023/2024 circle period. Exposure in both paediatric and adult neurological care will be added advantage. Computer literacy [Ms. Word, Ms. Excel] Good written and communication skill. Ability to work as a member of multidisciplinary team. Demonstrate effective interpersonal skill, strategic planning organisational skill.
- DUTIES** : Provision of Clinical service in compliance with policies, procedures and standards as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Departments in neurology. Candidates must be competent in all neurological procedures including routine EEG, EMG, nerve conduction studies, multiple sleep latency (MSLT), visual evoked potential (VEP) etc. Clinical Technology departmental administration and supervision of EEG Assistants. Coordination of equipment repair and service. Procurement of new equipment's and plan collection of condemn equipment's. Submit monthly report to HOD in the unit. Participate in Research and training of Clinical Technologists in the Neurology Department. Attend relevant meetings approved by HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Mr. Welcome Madondo Tel No: (011) 933 9412  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 01 September 2023
- POST 30/138** : **SOCIAL WORKER GRADE 1 REF NO: CHBAH 690 (X1 POST)**  
Directorate: Employee Health and Wellness
- SALARY CENTRE REQUIREMENTS** : Grade 1: R294 411 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and current registration for 2023/2024. No experience required after registration with the SACSSP as Social Worker. Competency/Knowledge Skills: Must be Computer literate. Good interpersonal, communication (verbal and written) and administrative skills. Ability to work in a team and under pressure.
- DUTIES** : Implementation of the Employee Health and Wellness framework as per the Public Service Strategic Framework. Coordinate the Employee Assistance Program; coordinate and provide interactive counselling sessions for employees. Plan and facilitate campaigns as per the health calendar. Promotion of employee health and wellness, including management of HIV/AIDS and TB in the workplace through education and training. Facilitate and ensure a functional peer education programme. Attend to any other matters that could result in, or stem from, psychosocial instability in any form. Conduct home visits. Liaise with relevant organisations/ stakeholders on issues relating to Employee Health and Wellness and HIV/AIDS. Engage in continuous professional development activities as prescribed. Perform all the administrative functions and attend meetings as required by the job. Keep up to date with new developments in the social work and social welfare fields and Support social auxiliary workers. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Ms. F. Ndebele Tel No: (011) 933 8913  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/139** : **HEALTH INFORMATION OFFICER READVERTISEMENT REF NO: EHD2023/09/04**  
Directorate: Health Information Management
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum, (plus benefits)  
: Ekurhuleni Health District Office  
: Grade 12 Certificate with Diploma or Degree in Public Administration, Health Sciences, Public Management with minimum of 3 years' experience or Grade 12 with 5 years' experience in health information management (HIM) in Public Sector. A self-starter who can work independently. Advanced leadership and management abilities. A good track record in DHIS and Tier.Net health systems, with a relevant certificate. A valid driver's license is essential. Recommendations: Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in public-sector information and technology management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.
- DUTIES** : Support and maintenance of all data bases in the facilities and health information sub-district offices such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS policy. Support implementation, integration, and quality improvement plans of health information system for all data and programme related policies. Produce and generate reports as requested. Support sub-district staff with Health information related issues. Do facility audits; Facilitate and Coordinate training pertaining to Health Information and Monitoring & Evaluation.
- ENQUIRIES APPLICATIONS** : Ms M. Semanya Tel No:(011) 878 - 8550  
: 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 NOTE** : Human Resource Manager  
: This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. Applicants will be required to do a computer test first during the interview. No S&T claims and resettlement allowance will be paid. 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.

**CLOSING DATE**

: 08 September 2023

**POST 30/140**

: **CLINICAL ASSOCIATE REF NO: CHBAH 691 (X2 POSTS)**

Directorate: Obstetrics And (Gynaecology)

**SALARY**

: R269 214 per annum, (plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Bachelor of Science (Clinical Medical Practice) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical Clinical Associate. Exposure in having clinical skills which are important for Obstetrics such as MVA and obstetric ultrasound will be an advantage.

**DUTIES**

: Obtaining a patient history and performing a physical examination of the patient in accordance with his or her level of education, training, and experience. Ordering and/ or performing diagnostics and therapeutic procedure for common and important conditions in South Africa and in accordance with his or her level of education, training, and experience. Attendance of relevant administrative meetings like mortality meetings, near miss meetings. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Will inter alia procedures under supervision of a registered medical practitioner and in accordance with his or her level of education, training, and experience. Developing, implementing, and monitoring a comprehensive management plan for common and important conditions. Issuing sick certificate for a period not exceeding three days, and that should contain the name and contact details of the supervising registered medical practitioner. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

: Dr P. Naidoo Tel No: (011) 933 8156

**APPLICATIONS**

: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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** : 08 September 2023
- POST 30/141** : **ORTHOPAEDIC FOOTWEAR TECHNICIAN GRADE 1 REF NO: CHBAH 692 (X1 POST)**  
Directorate: Orthopaedic Workshop
- SALARY CENTRE REQUIREMENTS** : R243 627 per annum, plus benefits  
: Chris Hani Baragwanath Academic Hospital  
: Grade 12 Certificate. HPCSA registration as an Orthopaedic Footwear Technician (OFT). Skills/Competence/Knowledge: Be able to identify untreated clubfoot. Able to assess and screen Surgical boot needs. Know how to measure for a surgical boot, build-up and cast modification. Have knowledge of insole fabrication, hand lasting and sole build-up. Know general shoe adjustment. Good communication skills.
- DUTIES** : Assess, measure and Manufacture Surgical boots/ shoes. Do general shoe adjustment and repairs, Manufacture all insoles. Keep working area clean. Maintain and clean Machinery. Keep records of patient attended. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : D Machaba Tel No: (011) 933 8816  
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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**

: 08 September 2023



**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), by emailing their Z83 and CV directly [recruitment@comsafety.gov.za](mailto:recruitment@comsafety.gov.za) or by submitting paper copies of their Z83 and CV directly to the department to: The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg. Applications may be forwarded by post.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 08 September 2023
- NOTE** : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

**OTHER POSTS**

- POST 30/142** : **DISTRICT COORDINATOR REF NO: CSL35/2023**
- SALARY** : R958 824 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE REQUIREMENTS** : Amajuba District (Newcastle)  
: A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act, Labour Relations procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
- ENQUIRIES** : Dr L.M Zondi Tel No: (033) 341 9300
- POST 30/143** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS AND SPECIAL PROJECTS REF NO: CSL36/2023**
- SALARY** : R811 560 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package)

and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

**CENTRE REQUIREMENTS** : Pietermaritzburg  
: A Degree or National Diploma (NQF level 6) or higher Public Administration or relevant equivalent qualification with a minimum of 3 years junior management experience in. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have: - The Constitution of RSA, 1996, Public Service Act and Regulations, PFMA, South African Police Act,1995, HR systems including "PERSAL", National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, Civilian Secretariat for Police Service Act,2011, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills in criminal justice, Report writing skills.

**DUTIES** : The successful candidate will be required to ensure implementation of protocol and coordination of intergovernmental relations and render inter-sectoral project management. Maintain good working relationships with National Departments, Provincial Departments, Local Government, NGOS, and CBOs. Provide institutional and strategic support to the Senior Manager with regard to Inter-governmental and inter-sectoral fora. Coordinate and implement special projects.

**ENQUIRIES** : Ms. X Diko Tel No: (033) 341 9300

**POST 30/144** : **ASSISTANT DIRECTOR: HRD, HR PLANNING AND PERFORMANCE MANAGEMENT REF NO: CSL37/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Pietermaritzburg  
: A Degree or National Diploma (NQF level 6) or Human Resource Management or Human Resource Development or relevant equivalent qualification with a minimum of 3 years supervisory experience in. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of: - The Public Service Act and Regulations, HRD Strategy, Skills Development Act and other training related legislations, Provincial Growth and Development Strategy, PFMA, HR Systems including "PERSAL", Project Management, Communication skills, Report writing skills, Presentation skills, Facilitation skills.

**DUTIES** : The successful candidate will be required to implement HRD, Planning Strategy and Policies and Performance Management for the Department Coordinate the implementation of HRD Strategy and Policies. Develop and monitor the implementation of Workplace Skills Plan. Coordinate the implementation of EPMDS. Ensure the implementation of Human Resource Planning for the Department.

**ENQUIRIES** : Ms. F Mtetwa Tel No: (033) 341 9300

#### **DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2<sup>nd</sup> Floor, South Tower, Natalia, 330 Langelibalele Street, Pietermaritzburg. Applicants can also submit their Z83 and CV directly to the following email address [kznjobs@kzncogta.gov.za].

**FOR ATTENTION** : Mr LA Zulu  
**CLOSING DATE** : 08 September, (Applications received after this date will not be accepted).  
**NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship,

qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

#### **MANAGEMENT ECHELON**

**POST 30/145** : **CHIEF DIRECTOR: MONITORING & EVALUATION REF NO: 19/2023 (MESP)**  
Business Unit: Monitoring Evaluation and Strategic Planning

**SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE REQUIREMENTS** : Pietermaritzburg  
The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Monitoring and Evaluation/ Performance Management/ Public Management/ Public Administration or a related qualification coupled with 5 years' experience at senior management level in the monitoring and evaluation and/or reporting environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge and an understanding of relevant legislation, Knowledge of Public Sector legislation, Knowledge of M & E methodologies and Project Management, Planning and strategic planning skills, Team development, decision making and problem solving skills, Financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code driver's licence.

**DUTIES** : The successful candidate will be required to manage the business unit responsible for monitoring and evaluation to keep track of the performance of the Department, municipalities and traditional affairs in order to inform the Province of the skills gaps with the following responsibilities, Develop and coordinate monitoring and evaluation systems for all departmental programmes, Develop a framework for monitoring the Five Year Local Government Strategic Agenda, Manage reporting of M & E, Facilitate co-operative governance between all spheres of government, Render programme manager functions.

**ENQUIRIES** : Mr T Tubane Tel No: (033) 260 8047

**POST 30/146** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: 137/2023 (CS)**  
Chief Directorate: Corporate Services

**SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE REQUIREMENTS** : Pietermaritzburg  
The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Administration/ Business Administration/ Management coupled with 5 years' experience at a senior managerial level within the corporate services environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Government prescripts (PFMA, Public Service Regulations, Public Service Act, Treasury Regulations, etc), Knowledge of policy analysis and interpretation, Knowledge of fleet management policies and ICT protocols and administration, Knowledge of monitoring and evaluation, Knowledge of project management and financial Management, Planning and organizing skills, Conflict resolution and time management skills, Team development and Project management skills, Decision making and problem solving skills, Management of finances and financial skills, Strategic planning and leadership skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver's license.

**DUTIES** : The successful candidate will be required to manage corporate services within the Department with the following key responsibilities: - Manage an Information and Communication Technology service within the department, Manage the development and implementation of strategies, policies, procedures, norms

and standards and toolkits within the sphere of work, Manage the resources of the Directorate.

**ENQUIRIES** : Mr T Tubane at Tel No: (033) 260 8047

**POST 30/147** : **CHIEF DIRECTOR: MUNICIPAL ADMINISTRATION AND GOVERNANCE REF NO: 85/2023 (MAG)**  
Chief Directorate: Municipal Administration and Governance

**SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Governance, Public Management, Public Administration, Law (LLB) coupled with 5 years' experience at a senior managerial level within the local government environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of public service prescripts, Knowledge of relevant legislation & policies, Knowledge of Integrated approach to service delivery, Knowledge of Legal framework of Local Government, Knowledge of strategic management and planning, Knowledge of policy analysis and programme management, Knowledge of spatial planning and financial management, Understanding protocols of the clients, Good planning, organising, leadership skills, Team development and decision making skills, Networking and presentation skills, Community development and researching skills, Legal and conflict resolution and management skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code driver's license.

**DUTIES** : The successful candidate will be required to manage and ensure proper municipal governance and administration by municipalities in the province with the following key responsibilities: - Manage the promotion and support of sound municipal administration, Promote and support good governance practices in municipalities, Manage, monitor and support municipal legal matters and ensure the application of the rule of law in municipalities, Manage and support municipalities in the fight against maladministration, fraud and corruption, Ensure the facilitation of synergistic partnerships between municipalities and traditional leadership. Render Programme Manager Functions.

**ENQUIRIES** : Mr M Khathide Tel No: (033) 3556482

**POST 30/148** : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 21/2023 (CS)**  
Chief Directorate: Corporate Services  
Directorate: Information and Communication Technology

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Informatics/ Computer Science/ Information Technology coupled with 5 years' experience at a middle management/senior management level in an information technology environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of service level agreements, Knowledge of IT strategy development and project management, Knowledge of E-Government and enterprise architecture, Knowledge of systems development and IT service management, Knowledge of the PFMA, Planning, team development and decision making skills, Problem solving and financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office and the MS environment, Sound knowledge of ICT frameworks (TOGAF,GWEA), A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to manage an information and communication technology support service to the Department with the following key responsibilities:- Manage the provision of IT related business solutions, Manage the operations pertaining to user support, system maintenance, performance and service level, Develop and manage the

- implementation of a governance model and IMST architecture, Define and manage all IT service agreements, Manage e-governance implementation within the department, Manage the resources of the Directorate.
- ENQUIRIES** : Ms ZT Mtshali Tel No: (033) 260 8028
- POST 30/149** : **DIRECTOR: MONITORING REF NO: 139/2023 (MESP)**  
Business Unit: Monitoring Evaluation and Strategic Planning  
Directorate: Monitoring
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE REQUIREMENTS** : Pietermaritzburg  
The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years' experience at a middle managerial level in a monitoring environment SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of understanding relevant local government legislations, Knowledge of project management, Knowledge of information management, Knowledge of monitoring and evaluation and implementation, Knowledge of strategic planning & management, Good planning skills, Team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to provide support to the Department implementation and management of monitoring and reporting with the follow key responsibilities:- Ensure the timeous submission of quality progress reports across the Units of the Department, Facilitate information management; reporting and monitoring processes in the Department and facilitate co-ordination and alignment between all spheres of government, Provide assistance in ensuring validity and reliability of all data/ information reported in the quarterly progress reports and build capacity, Provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects, Management of the units resources.
- ENQUIRIES** : Ms N Mshengu Tel No: (033) 260 8011
- POST 30/150** : **DIRECTOR: CDW'S REF NO: 86/2023 (CDWPP)**  
Chief Directorate: Community Development Workers and Public Participation  
Directorate: CDWSP & Rapid Response
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE REQUIREMENTS** : Pietermaritzburg  
The ideal candidate must be in a possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Social Sciences, Community Development or related field coupled with 5 years' experience at middle/ senior managerial level in local government and or related public service environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of relevant legislations and policies, Knowledge of community development; Knowledge of financial management, Knowledge of community development work and programme management, Integrated approach to service delivery, Team development and decision making skills, Leadership and presentation skills, Planning, research and organising skills, Networking, communication and controlling skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to facilitate the establishment, implementation and management of the CDW programme with the following key responsibilities: Develop and implement Provincial CDW Programme, Monitor and evaluate impact of CDW interventions, Promote synergistic functional relationship of the CDWP, Facilitate access to government services, Manage the implementation of the response mechanism to service delivery protests, Manage resources of the component
- ENQUIRIES** : Ms F Makhanya at Tel No: (033) 897 5605

**POST 30/151** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 87/2023 (F)**  
 Chief Directorate: Finance  
 Directorate: Supply Chain Management

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Supply Chain Management/Finance field coupled with 5 years' experience at a middle management level within the supply chain management environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of policy analysis, Knowledge of project management and practice notes, Knowledge of financial management system and supply chain management, Knowledge of public finance management best practices and recognised accounting principles (GRAP), Knowledge of government processes, Planning and team development skills, Decision making and problem solving skills, Financial Management and budgeting systems skills, Analytical and management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to provide integrated supply chain management services in the Department with the following key responsibilities: Administer procurement services within the Department, Manage asset management and logistical services, Manage the development and implementation of policies, frameworks and processes, Manage the resources of the Directorate.

**ENQUIRIES** : Ms Y Joyi Tel No: (033) 260 8036

**OTHER POSTS**

**POST 30/152** : **CHIEF ENGINEER REF NO: 20/2023 (MID)**  
 Chief Directorate: Municipal Infrastructure  
 Directorate: Infrastructure Development

**SALARY** : R1 146 540 - R2 156 640 per annum, (OSD)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 6 years post qualification experience as a registered professional engineer and a valid code 8 driving licence. Registration with ECSA as a Professional Engineer is compulsory. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of water services planning and development, Programme and project management, Knowledge of engineering, legal and operational compliance, Knowledge of operational communication, Process knowledge and skills, Maintenance skills and knowledge, Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of mobile equipment operating skills, Ability to create a high performance culture, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and strategic leadership skills, financial management and people management skills, Customer focus and responsiveness skills, Good communication and computer literacy skills.

**DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and manage municipal infrastructure development programmes and projects with the following key responsibilities: Engineering design and analysis effectiveness, Maintain engineering operational effectiveness, Governance, Financial Management, People Management.

**ENQUIRIES** : Ms B Mgutshini Tel No: (033) 8975672

- POST 30/153** : **TOWN AND REGIONAL PLANNER REF NO: 60/2023 (MP)**  
 Chief Directorate: Municipal Planning  
 Directorate: Spatial Planning
- SALARY** : R687 879 – R1 035 084 per annum, (OSD)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree (NQF level 7) qualification as recognised by SAQA in Urban/ Town/ City and Regional Planning or a relevant qualification coupled with 3 years' post qualification professional experience in a Town and Regional Planning environment and a valid code 8 driver's licence. Registration with SACPLAN as a professional Town and Regional Planner is compulsory on appointment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of programme and project management, Knowledge of Town & Regional Planning principles and methodologies, Knowledge of research and development, Knowledge of computer-aided applications, Knowledge of creating a high performance culture, Knowledge of technical consulting and professional judgement, Decision-making and team leadership skills, Analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, Delegation and development of others skills, Planning, organising and execution skills, Ability to manage conflict, Problem-solving and analysis and insight skills, People management and change management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex Town and Regional Planning and facilitate municipal planning development programmes and projects with the following key responsibilities: Perform planning functions and activities in accordance with Town and Regional Planning principles in land development, Contribute towards Strategic Spatial Planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders), Statutory planning and land use management (including providing support, capacity building and monitoring to Local Government), Office administration and Budget Planning, Research and development: keep up with new technologies and procedures, Manage the effective utilization of resources and Human Capital Development management, where required.
- ENQUIRIES** : Ms M Zungu Tel No: (033) 355 6459

#### **DEPARTMENT OF HEALTH**

#### **OTHER POSTS**

- POST 30/154** : **MANAGER – MEDICAL SERVICES REF NO: CLIN MAN MEDSERV/1/2023 (X1 POST)**
- SALARY** : Grade 1: R1 288 095 per annum, (all-inclusive package excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital  
**REQUIREMENTS** : A tertiary qualification (MBCHB or equivalent), plus Current Registration as a Medical Practitioner, plus Full registration with the Health Professionals Council as a Medical Practitioner, plus A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Advantages: Minimum of Two (2) years' management experience will be an advantage. Public Medicine diploma or degree will be an advantage. Knowledge, Skills, Training and Competence Required. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience of the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop and monitor policies. Computer Literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge and experience in the District Health System.
- DUTIES** : The incumbent of the post is to assist the Senior Manager: Medical Services in the following areas: Managing the system for dealing with medico legal claims. Ensure the provision of protocols and guidelines to the Medical and Allied Professional teams. Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Pharmacy, Allied Health professionals and all staff

under their supervision. Conduct service assessment and implement quality improvement programmes. Lead Clinical Governance functions within the institution. Liaise with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital management teams, the District Office and Medical School on medical and management issues. Ensure optimal use of resources, both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of the laid down procedures and policies. Improve Clinical Quality and Patient Satisfaction. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior Management and strategic activities. Monitor of adverse events. Ensuring adherence, in the domains, to entry and exit criteria. Ensuring that the operational plan of the hospital is implemented within the medical component of each domain.

**ENQUIRIES  
APPLICATIONS**

: Dr L.P Mtshali (Senior Manager: Medical Services) Tel No: (031) 2401124  
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

**NOTE**

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

**CLOSING DATE**

: 08 September 2023

**POST 30/155**

: **CLINICAL MANAGER (MEDICAL GRADE 1) HAST REF NO: CJMH 21/2023 (X1 POST)**

**SALARY**

: R1 288 095 per annum. Other Benefits: Commuted Overtime, 22% Rural Allowance, Medical Aid (optional). 13<sup>th</sup> Cheque, Housing Allowance (employee must meet the Prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Charles Johnson Memorial Hospital  
 : MBCHB degree or equivalent. Current registration with HPCSA. Current registration certificate with HPCSA as medical Officer. At least (03) three years' experience as a medical practitioner with the HPCSA. Diploma in HIV / AIDS management. 3 years' experience in managing HIV/TB and STI. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department. Knowledge, Skills and Competencies General medicine and paediatrics with sound knowledge of HIV/AIDS management. Ability to work in in a multidisciplinary setting. Excellent communication skills and ability to teach and train staff. Flexibility. Ability to work and maintain meaningful relationships.



**DUTIES** : Provision of high quality and holistic HAST services. Provide clinical leadership to the HAST team. Provide medical support for the Nimart team. Develop policies and protocols in line with the national guidelines to improve the management of HIV and TB. Provide innovative preventative strategies to promote health. Train and mentor colleagues in the management and prevention of HIV/TB. Facilitate the provision of outreach services with the sub district. Compulsory overtime. Participate in academic programmes, clinical audits and quality improvement programmes as required for the national core standards. Ensure the provision of male medical circumcision in line with sub district targets. Act for medical manager when the need arises.

**ENQUIRIES APPLICATIONS** : Dr T.I.W Khumalo Tel No: (034) 271 6404

**NOTE** : All applications must be forwarded to: Human Resource Manager, The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135

**NOTE** : Due to financial constraints no S&T or relocation costs will be paid for attending interviews.

**CLOSING DATE** : 08 September 2023

**POST 30/156** : **CLINICAL MANAGER (MEDICAL OBSTETRICS AND GYNAECOLOGY)**  
**REF NO: CJMH 20/2023**

**SALARY** : R1 288 095 per annum. Other Benefits: (This inclusive package consist of 70% basic salary and 30% flexible Portion that can be structured in terms of applicable rules), Commuted Overtime plus 22% Rural allowance.

**CENTRE REQUIREMENTS** : C. J. M. Hospital

**CENTRE REQUIREMENTS** : Senior Certificate/Matric or Grade 12. MBCHB Degree or equivalent qualification. Current registration with HPCSA as a Medical Practitioner. At least 7 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner, 3 of which must have been spent in a recognised O&G department of a regional hospital. Valid driver's license code EB. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department Knowledge, Skills, Training and Competences Required Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of Obstetrics and Gynaecology. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management. Skills: Knowledge of training as an ESMOE trainer. Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.

**DUTIES** : Management of Obstetrics and Gynaecology inpatients. Provide the management support and supervision to all medical officers in Maternity ward and theatre. Support continuous professional development by information seminars and scheduling external meetings. Chair monthly perinatal and mortality in absence of the chairperson. Support medical manager in Clinical Governance meetings Participate in Clinical audits. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Ensure continuous monitoring of perinatal and mortality meetings through clinical audits. Perform overtime when need arises. Provide an after hour emergency Obstetrics and Gynaecological services. Ensure the running Antenatal and Gynaecology outpatient clinic. Manage the work in labour ward and Theatre. Participate in Academic activities of the Department and teaching of junior staff. Contribute to the running of the obstetrics services in the community referral clinics. Work as a part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance. Support clinics referring to Obstetrics and Gynaecology department. Act for medical manager when necessary.

**ENQUIRIES APPLICATIONS** : Dr T.I.W Khumalo Tel No: (034) 271 6404

**NOTE** : All applications must be forwarded to: Human Resource Manager, The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135

**NOTE** : Due to financial constraints no S&T or relocation costs will be paid for attending interviews.

**CLOSING DATE** : 08 September 2023

<b><u>POST 30/157</u></b>	:	<b><u>CLINICAL MANAGER (O&amp;G) REF NO: KDHC/14/2023 (X1 POST)</u></b> Component: Medical Services
<b><u>SALARY</u></b>	:	R1 288 095 – R1 427 352 per annum, plus benefits and 13 <sup>th</sup> Cheque and Medical Aid optional. Housing Allowance meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	King Dinuzulu Hospital Complex Senior Certificate/Matric or Grade 12 MBCHB Degree or equivalent qualification Current registration with HPCSA as a Medical Practitioner. At least 3-5 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Minimum 2 year experience in clinical management in hospital settings. Valid driver's license code EB Recommendation A post graduate qualification in obstetrics and gynecology Dip. Obstr (SA) and ATLS/PALS. Knowledge, Skills, Training and Competences Required: Knowledge of Health legislation and policies at public institution Excellent communication and leadership skills Sound clinical knowledge and clinical skills Management of obstetrics emergencies Ability to develop policies and protocols Computer literacy Sound negotiation, planning, organising, decision making and conflict management skills Good team building and problem solver Knowledge of medical disciplines and management skills Knowledge and experience in District Health system.
<b><u>DUTIES</u></b>	:	Consultation, assessment, briefing, informing, education counselling and giving the appropriate prevention and treatment to patients and their family. Along with the emotional and social aspect of the patients disease. Arranging the outreach support to the patients and referral clinics. Clinical management of Inpatient/outpatients. Ensure safe medical practice in the institution to reduce the risk of medicolegal cases and manage the reports of medico legal cases. Managing the training, development, recruitment and performance management of the staff. Play a leading role in all clinical governance structures/committee, administration and management of the department. Promote and conduct research, Manage the formulation, implementation and monitoring of the policies and protocols at the institutional level. Along with the quality assurance programmes with good output. Provide overall sound management of the Obstetrics and Gynaecology Department Conduct regular departmental mortality and perinatal meetings Represent the hospital in the district perinatal meetings. Performance of Commuted overtime in the O&G department is compulsory.
<b><u>ENQUIRIES</u></b>	:	Dr T Mabesa: Senior Manager: Medical Services Tel No: (031) 242 6000 ext. 1181 / 6298
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement, King Dinuzulu Hospital Complex P O Dormerton, 4000
<b><u>NOTE</u></b>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). Directions to the candidates the following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB. No payment of S&T and resettlement expenditure.
<b><u>CLOSING DATE</u></b>	:	08 September 2023

<b><u>POST 30/158</u></b>	:	<b><u>PRINCIPAL REF NO: ADD CAMP 04/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	PND5: R1 045 731 per annum, (an all-inclusive package). Other Benefits: Medical aid (Optional), Housing allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Addington Campus Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher Plus; Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution, In possession of an unendorsed valid RSA Driver's License. (Certificate required when shortlisted) Recommendation: One year Post Basic qualification – SANC regulation (R212), Masters' Degree in Nursing. Basic Computer Literacy (certificate required when shortlisted). Knowledge, Skills, Training and Competencies Required: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.
<b><u>DUTIES</u></b>	:	Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff. Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. EN Hlongwa Tel No: (033) 940 4903 Completed applications to be hand delivered to: Attention: The Registrar Academic, Addington Campus, 16 Erskine Terrace, South Beach, Durban, 4001, or Post: PO BOX 977, Durban, 4000
<b><u>NOTE</u></b>	:	Directions to candidates; The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number ADD CAMP 04/2023, Faxed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please Note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting, criminal clearance, credit records, citizenship), verification of Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a

requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA) and to provide proof of such evaluation on application when shortlisted. Failure to comply will result in the application not being considered. 08 September 2023

**CLOSING DATE**

:

**POST 30/159**

:

**DEPUTY MANAGER NURSING REF NO: MAD 42/ 2023 (X1 POST)**

**SALARY**

:

R930 747 – R1 029 921 per annum, (all-inclusive package)

**CENTRE**

:

Madadeni Provincial Hospital

**REQUIREMENTS**

:

Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the S.A.N.C. (2023 Receipt). Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training and Competencies Required: 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, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Basic financial management skills. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing practices. Computer literacy.

**DUTIES**

:

Provide guidance and leadership towards the realization of strategic goals and objectives. Support and promote relevant research. Lead change in the Nursing. Delegate, Supervise and coordinate the provision of effective efficient quality of care. Ensure the promotion of nursing ethos and professionalism. Manage and utilize resources in accordance with relevant directives and legislation. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Ensure the implementation of nursing care management activities according to the standards of Practice and Scope of Practice. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Represent Nursing Department in the Senior Management Team. Ensure effective management, supervision and utilization of human and material resources. Deal with disciplinary and grievance matters. Participate in implementation and adherence to National Core Standards and Ideal Clinic Realisation and Maintenance programme.

**ENQUIRIES**

:

Mrs H.S.L Khanyi Tel No: (034) 328 8257

**APPLICATIONS**

:

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

**FOR ATTENTION**

:

The Recruitment Officer

**NOTE**

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The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please

note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE targets: African Male.

<b><u>CLOSING DATE</u></b>	:	15 September 2023
<b><u>POST 30/160</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 REF NO: CBH27/2023</u></b>
<b><u>SALARY</u></b>	:	R906 540 - R975 738 per annum. Other Benefits: Commuted Overtime, Rural Allowance (18% of basic salary), 13 <sup>th</sup> cheque and Medical aid (optional).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Catherine Booth Hospital Matric certificate. An MBChB degree or equivalent qualification. Current registration with the HPCSA as a Medical Practitioner or FWMP approval from NDOH to register with HPCSA. Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service; Applicants in possession of foreign qualifications only shortlisted candidates will submit proof of an evaluation certificate from the South African Qualification Authority (SAQA). Priority will be applied to incumbent that is available immediately in order to maintain clinical services. ESMOE, ATLS, PALS, and ACLS. Diploma in Anesthesia (DA) Other relevant CMSA diplomas: Dip PEC (SA), DCH, Dip Obs. Anesthetic work experience in a large regional or tertiary hospital. Sound knowledge of clinical (medical and surgical) skills associated within the practice of a District Level hospital, e.g. Caesarian sections and spinal anesthetics, circumcisions, etc. Knowledge and skills in, inter alia, General Medicine including management of HIV/AIDS and TB, General Surgery, Paediatrics and Obstetrics & Gynecology. Good communication and interpersonal skills. Teaching and supervision of junior doctors. Knowledge of MDR-TB. Knowledge of all applicable legislation.
<b><u>DUTIES</u></b>	:	Clinical and administrative duties. Perform commuted overtime. Implement quality standards and practices and treatment protocols so as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD/casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care. Perform certain emergency procedures and administer anesthesia. Facilitation of staff training and ongoing medical education. Manage patients in the MDR-TB unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. S M Dlodla (Acting Medical Manager) Tel No: (035) 474 8407/8/9 All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, a Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>POST 30/161</u></b>	:	<b><u>PHARMACIST REF NO: CBH28/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R768 489 - R814 437 per annum Grade 2: R830 751 – R880 521 per annum Other Benefits: 13th cheque, 12% rural allowance, Medical aid (optional).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Catherine Booth Hospital Senior Certificate / Matric Certificate. Bachelor of Pharmacy (B. Pharm Degree) or equivalent qualification accredited by South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. Registration with the SAPC as a Pharmacist. Current registration with the South African

Pharmacy Council (SAPC 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All attachments/proof will be submitted by shortlisted candidate only. **Grade 1:** No experience required after registration as a Pharmacist with South African Pharmacy Council in respect of Republic of South Africa qualified employees who performed community service in relevant profession as required in South Africa. Foreign qualifications, a one (1) year relevant experience after registration as a Pharmacist with a recognized Foreign Health Professional Council of whom it is not required to perform community service as required in South Africa. **Grade 2:** Five (5) years post registration experience after registration as a Pharmacist. Foreign qualifications, are not required to perform community service as required in South Africa, must have six (6) years' experience.

**DUTIES** : Provision of pharmaceutical care for patients at the hospital, evaluation of patient medicine related needs by determining the indication, safety and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substances as prescribed according to hospital Standard Operating Procedures. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow up to ensure the patient's medicine related needs are met. Comply with Standard Operating Procedures and statutory regulations (GPP, GMP and PFMA). Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines. Stock control, handling and storage. Consulting with Medical Officers to ensure compliance to Standard Treatment Guidelines and EML. Providing in-service training, promoting rational and safe use of medicines and monitoring availability of essential medicines. Supervising of Pharmacist Assistant and Interns. Promote Public Health, Quality, Priorities and Batho Pele Principles. Perform all duties within the scope of practice of Pharmacist. Evaluate and manage staff performance and development within your area. Ensure that Section 21 medicine procedures are adhered to by health professionals and Schedule 5 and 6 registers are well maintained and balanced.

**ENQUIRIES APPLICATIONS** : Mr. CE Ojo Tel No: (035) 474 8407/8/9  
 : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

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

**CLOSING DATE** : 08 September 2023

**POST 30/162** : **PHARMACIST GRADE 1, 2 OR 3 REF NO: EGUM 28/2023 (X1 POST)**  
 Component: Medical  
 Re-advertised - applicants that previously applied must re-apply

**SALARY** Grade 1: R768 489 - R814 437 per annum, all- inclusive packages  
 Grade 2: R830 751 – R880 521 per annum, all- inclusive packages  
 Grade 3: R906 540 – R961 614 per annum, all- inclusive packages

**CENTRE REQUIREMENTS** : E.G. & Usher Memorial Hospital: Kokstad  
 : **Grade 1:** South African qualified persons, registration with the South African Pharmacy Council after Community Service has been completed. Foreign qualification a One (1) year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community

service, as required in South Africa. **Grade 2:** Five (5) years post registration experience as Pharmacist. Six (6) years relevant experience after registration as Pharmacist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Thirteen (13) years post registration experience as Pharmacist. Eleven (11) years relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendations: Driver's License suitable to manual Transmission vehicles Experience on the different Modules of RxSolution Conversational proficiency in Zulu / Xhosa Experience in CCMDD Service within multidisciplinary teams such as Antimicrobial Stewardship Team, Pharmacy and Therapeutics Committee, or affiliated sub-committees Conversant with current guidelines relating to HIV/Aids and TB inclusive of Multi Drug Resistant TB Basic IT troubleshooting. Other Benefits: Rural Allowance (12%) Minimum Requirements for the post for all Grades: Matric/ Grade 12 or Senior certificate Bachelor of Pharmacy (B. Pharm Degree) or equivalent qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as Pharmacist. Proof of current registration with the South African Pharmacy Council (SAPC 2023), all the attachments / proof will be submitted by shortlisted candidates only. Current and previous experience endorsed and stamped by Human Resource (Employment History). Candidates are encouraged to submit full detailed curriculum vitae and completed Z83 application form only. All the attachments / proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Management of staff, Knowledge of the items pertaining to pharmacy within the OHSC and SAPC audit structures, Knowledge of the Acts and policies pertaining to Pharmacy inclusive of Good Pharmacy Practice, Standard Treatment Guidelines and Essential Medicines List, Public Finance Management Act among others. Experience in all aspects of Drug Supply Management Appropriate clinical and theoretical knowledge. Good communication skills, leadership and decision making qualities. Sound planning, Organizational and Administrative skills as regards completing various required statistics, drafting of SOP's, and creating QIP's Proficiency in Microsoft Office Software.

**DUTIES**

: The provision of pharmaceutical care for patients at the hospital Evaluation of the patient medicine-related needs by determining the indication, safety, and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substance as prescribed according to hospital Standard Operating Procedures. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow up to ensure the patients medicine-related needs are met. Assist with the formulation and implementation of Standard operating Procedures as applicable to Pharmaceutical structures that meet the various audit requirements and are in line with National, Provincial and District policies and recommendations. Comply with standard operating procedures, OHSC, SAPC, and Ideal hospital norms and standards, and statutory regulations (eg. GPP, GMP and PFMA). Provide support in the compilation of the various reports and statistics as need Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines Stock control and correct handling and storage medicines consulting with Medical Officers to ensure compliance to standard treatment guidelines and EML providing in-service training, promoting the rational and safe use of medicines and monitoring availability to essential medicines. Supervising of Pharmacists Assistants and Interns Promote Public Health, Quality, Priorities and Batho Pele Principles. Ensure safekeeping of pharmaceuticals, implementing measures to prevent fruitless and wasteful expenditure. Deputize for the senior pharmacists. Perform all duties within the scope of practice of a pharmacist. Evaluate and manage staff performance and development within your area. Ensure that section 21 medicine procedures are adhered to by health professionals and schedule 5 and 6 registers are balanced and maintained. Conduct service assessments and implement quality improvement plans. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

: Mr. S Bull Tel No: (039) 797 8100

- APPLICATIONS** : Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- FOR ATTENTION NOTE** : Human Resource Department  
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 08 September 2023 at 16H00 afternoon
- POST 30/163** : **ASSISTANT MANAGER NURSING: OUTPATIENT/TRIAGING/HAST/TRAUMA&OPERATING THEATRE REF NO: MGMH34/2023**
- SALARY** : Grade 1: R683 838 – R767 184 per annum. Plus 13<sup>th</sup> cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements).
- CENTRE REQUIREMENTS** : Mahatma Gandhi Memorial Hospital  
: Senior Certificate/Grade 12. Diploma/Degree in General Nursing and Midwifery. Plus 1 year post basic qualification in critical care / trauma /Operating Theatre technique. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the one year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles etc. Knowledge and understanding of legislative framework governing the Public Service, knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy.
- 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 working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectorial and multidisciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e. manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMDS and PSI Policies. Monitor and manage Human Resources. Monitor the implementation of National core standards. Improve data management as well as management of all relevant programmes.

- ENQUIRIES** : Mr GTD Mthethwa Tel No: (031) 502 1719, ext. 2015
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.
- FOR ATTENTION** : Mr E. S Gwala
- NOTE** : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH/01/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.
- CLOSING DATE** : 15 September 2023
- POST 30/164** : **OPERATIONAL MANAGER - PSYCHIATRIC UNIT SPECIALTY REF NO: KDHC/11/2023 (X1 POST)**  
Component: Nursing Management
- SALARY** : R627 474 – R703 752 per annum. Plus benefits and 13<sup>th</sup> cheque and Medical Aid optional. Housing Allowance meet prescribed requirements.
- CENTRE** : King Dinuzulu Hospital Complex
- REQUIREMENTS** : Standard 10 certificate/Grade 12 Diploma / Degree in Nursing Science Current registration with South African Nursing Council as Professional Nurse Diploma in Post Basic specialty: Post-Basic Psychiatric Nursing Science (Advanced Psychiatric Nursing Science) Minimum of 9 years appropriate / recognizable experience as a Professional Nurse At least 5 years of the period referred above must be experience after obtaining Post Basic qualification in the specialty and Current registration with SANC (2023 receipt) Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures Knowledge of nursing statutes and relevant legal framework Knowledge of Human Resource Policies Operational Management, co-ordination, networking liaison skills Good communication, interpersonal relations, problem solving, conflict management skills Planning and organizing, report writing skills People management and financial management skills.
- DUTIES** : Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services Maintain professional growth/ethical standards and self-development. To supervise patient care, staff performance and ensure smooth functioning of the unit. To partake in overall specialized unit functions, Team Building Participate in the analysis,

formulation and implementation of nursing guidelines practice standards and procedures Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work.

**ENQUIRIES  
APPLICATIONS**

: Mrs HN Mchunu Tel No: (031) 242 6000  
: All applications should be forwarded to: Attention: Human Resource Registry  
Department - Rooms 38 and 39 – Basement, King Dinuzulu Hospital Complex,  
P O Dormerton, 4000.

**NOTE**

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. Directions to the candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB: No Payment of S & T and resettlement expenditure. 08 September 2023

**CLOSING DATE**

: 08 September 2023

**POST 30/165**

: **OPERATIONAL MANAGER SPECIALTY (GRADE 1) REF NO:  
KDHC/12/2023 (X1 POST)**  
(Paediatrics)  
Component: Nursing Management

**SALARY**

: R627 474 – R703 752 per annum. Plus benefits and 13<sup>th</sup> cheque and Medical Aid optional. Housing Allowance meet prescribed requirements.

**CENTRE**

: King Dinuzulu Hospital Complex

**REQUIREMENTS**

: Standard 10 certificate/Grade 12 Diploma / Degree in Nursing Science Current registration with South African Nursing Council as Professional Nurse 2023. Diploma In Post Basic specialty: Post-Basic Specialty Nurse Course in child Nursing Science. Minimum of 9 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the one year Post Basic qualification in Specialty. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures. Knowledge of nursing statutes and relevant legal framework. Knowledge of Human Resource Policies Operational Management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Planning and organizing, report writing skills. People management and financial management skills.

**DUTIES**

: Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional / legal framework Manage effectively the utilization and supervision of human, financial, physical and material resources and services Co-ordination of the provision of effective training and research Provision of effective support to nursing services Maintain professional growth/ethical standards and self-development To relieve with duties of the supervisor To partake in overall specialized unit functions, Team Building Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work.

- ENQUIRIES** : Dr Z F Dlamini: Nursing Manager Tel No: (031) 271 1267
- APPLICATIONS** : All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement, King Dinuzulu Hospital Complex, P O Dormerton, 4000.
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. Directions to the candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB. No payment of S & T and resettlement expenditure.
- CLOSING DATE** : 08 September 2023
- POST 30/166** : **ASSISTANT DIRECTOR PHYSIOTHERAPY REF NO: BETH 33/2023**
- SALARY** : Grade 1: R578 367 per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : Grade 12 / Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Physiotherapist. A minimum of five (05) years relevant experience after registration with HPCSA in respect of South African qualified employees of which three (03) years must be at supervisory level. Current registration with the HPCSA (2023) as a Physiotherapist. Knowledge, Skills Training and Competencies Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of competency in high quality diagnostic and therapeutic Physiotherapy service. Sound knowledge of the application of clinical Physiotherapy theory, practices and ethics. Ability to function under pressure and provide psychosocial rehabilitation service to Mental Health Care Users.
- DUTIES** : Execute all physiotherapy management duties, functions and responsibilities to the best of ability and within all applicable legislation. Manage all the hospital multi-disciplinary rehabilitation team. Provide a consultative physiotherapy and rehabilitation services to health professionals and patients. Develop protocols to ensure that physiotherapy and rehabilitation services comply with occupational health and safety. To solve complex professional and management problems and policy issues by exercising sound judgment on the best possible outcome. Manage the allocated budget and implement the financial management system for the rehabilitation department. Maintain the optimal utilisation of human resources in the rehabilitation department. Provide expert advice and guidance on the selection and purchase of rehabilitation equipment whilst ensuring quality cost effectiveness. Provide clinical training to physiotherapy students from tertiary institutions. Respond to the priorities of transformation within rehabilitation department.
- ENQUIRIES** : Dr T.C Ngwenya Tel No: (035) 595 3106

- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
- CLOSING DATE** : 08 September 2023
- POST 30/167** : **CHIEF PHYSIOTHERAPY REF NO: BETH 31/2023**
- SALARY** : Grade 1: R520 785.per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)  
**Grade 1:** Grade 12 / Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Physiotherapist. A minimum of 3 years relevant experience after registration with HPCSA as a physiotherapist. Current registration with the HPCSA (2023) as a Physiotherapist. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students.
- DUTIES** : Execute all physiotherapy supervisory duties, functions and responsibilities to the best of ability and within all applicable legislation. Provide a consultative physiotherapy and rehabilitation services to health professionals and patients. Assist in developing protocols to ensure that physiotherapy and rehabilitation services comply with occupational health and safety. To solve complex professional problems and policy issues by exercising sound judgment on the best possible outcome. Maintain the optimal utilisation of human resources in the rehabilitation department. Assist in providing advice and guidance on the selection and purchase of rehabilitation equipment whilst ensuring quality cost effectiveness. Provide clinical training to physiotherapy students from tertiary institutions. Respond to the priorities of transformation within rehabilitation department.
- ENQUIRIES APPLICATIONS** : Dr T.C Ngwenya Tel No: (035) 595 3106  
 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital, Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the

interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).  
08 September 2023

**CLOSING DATE**

:

**POST 30/168**

:

**OPERATIONAL MANAGER NURSING (GENERAL STREAM): INTERNAL MEDICINE: GRADE 1 REF NO: HRM 65/2023 (X1 POST)**

**SALARY**

:

R497 193 - R559 686 per annum, (including benefits)

**CENTRE**

:

King Edward VIII Hospital complex

**REQUIREMENTS**

:

Matric/Senior certificate (Grade 12) or equivalent qualification, Degree/Diploma in General Nursing Science and Midwifery, Current registration with South African Nursing Council as Professional nurse and a midwife, Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with SANC in General Nursing  
Recommendations: Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge of public service acts, regulations, Knowledge of Nursing Care processes and procedures, Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institution policy framework, Financial and budgetary knowledge pertaining to the nursing care, Knowledge of policy directives informing HAST Programs in the department, Good Interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills, Basic computer skills.

**DUTIES**

:

Promote, facilitate and monitor implementation of quality health care delivery, Supervise and ensure the provision of an efficient patient care through adequate nursing care, Manage all resources within the unit effectively and efficiently to ensure optimal service delivery, Ensure implementation of PMDS, Participate in all initiatives with the aim of achieving quality service provision, Maintain professional growth, ethical standards and self-development, Ensure that the units comply with the National Core Standards and Ideal Hospital Realization Program to meet the needs and the demands of clients, Provide a safe therapeutic and hygienic environment as laid down by the applicable prescripts, Promote and monitor IP&CS strategies in the units, Demonstrate an understanding of Human Resource and Financial Management practices and procedures, Ensure Quality Data Management and utilization.

**ENQUIRIES**

:

Ms. P. Govender Tel No: (031) 360 3026

**APPLICATIONS**

:

All applications can either be submitted via email to [twiggy.garib@kznhealth.gov.za](mailto:twiggy.garib@kznhealth.gov.za) or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin, building.

**NOTE**

:

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary Plus Proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital.

		Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>POST 30/169</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: KDHC/10/2023 (X3 POSTS)</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R497 193 – R559 686 per annum. Other Benefits: 13 Cheque, Medical Aid optional. Housing Allowance (Employee to meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	King Dinuzulu Hospital Complex
	:	Standard 10 certificate/Grade 12 Diploma/Degree in General Nursing Science Current Registration with the South African Nursing Council as a Professional Nurse. At least minimum of 7 years' experience appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Current registration receipt with S.A.N.C. 2023 Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health 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, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills Computer skills in basic programme.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care adequate nursing care. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage and monitor proper utilization of human, financial, physical and material resources. Develop/establish and maintain constructive working relationships with nursing and the multi-disciplinary team. Management of complaints and patient safety incidents. Reporting of patient safety incidents and immediate investigation and ensure documentation. Maintain professional growth/ethical standards and self-development. Provide day services for quarantine/isolation facilities. Provide adequate support to nursing services and assist with relief duties of the Supervisor. Manage 72 hour observation ward for mental health care users.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. HN Mchunu Tel No: (031) 242 6028/242 6036
	:	All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement King Dinuzulu Hospital Complex, P O Dormerton, 4000
<b><u>NOTE</u></b>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. Directions to the candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB. No payment of S & T and resettlement expenditure.
<b><u>CLOSING DATE</u></b>	:	08 September 2023

**POST 30/170** : **OPERATIONAL MANAGER NURSING: GENERAL STREAM (NIGHT DUTY)**  
**REF NO: MGMH35/2023**

**SALARY** : Grade 1: R497 193 – R559 686 per annum. Plus 13<sup>th</sup> cheque, Medical Aid Subsidy (optional) and home owner's allowance (subject to meeting prescribed requirements).

**CENTRE REQUIREMENTS** : Mahatma Gandhi Memorial Hospital  
: Standard 10 (grade 12) certificate. Degree/Diploma in General nursing science. Registration with the South African Nursing Council (SANC) as a General Nurse and Midwife. A minimum of 7 years of appropriate recognizable nursing experience after registration as 'Professional Nurse' with the South African Nursing Council (SANC) in General nursing. Diploma/ Degree in nursing management. At least 3 years of experience in a supervisor's capacity will be an advantage and Basic Computer literacy is recommended. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem-solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem-solving skills. Ability to write good report. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter.

**DUTIES** : Ability to provide professional leadership in night duty supervisory services. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Maintain accurate and complete patient records. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Participate in performance reviews i.e. EPMDS. Participate and ensure implementation of National Core Standards, Ideal Hospital Realization Framework, National Health Priorities, Quality Improvement initiatives including national priority program plans.

**ENQUIRIES APPLICATIONS** : Mr GTD Mthethwa Tel No: (031) 502 1719 ext. 2015  
: Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.

**FOR ATTENTION NOTE** : Mr E.S Gwala  
: The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the webside-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH/01/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the

department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.  
15 September 2023

**CLOSING DATE**

**POST 30/171**

**CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: CL 11/2023 (X1 POST)**  
(Re-advertised: applicants that previously applied must re-apply)

**SALARY**

**CENTRE**

**REQUIREMENTS**

R497 193 per annum  
Clairwood Hospital  
Senior Certificate – Grade 12, Diploma / Degree in General Nursing, Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendations: Computer certificate and Driver's license. Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, Rules and Regulations. Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills, verbal and written. Good leadership, interpersonal, problem solving, conflict management, decision making, coordinating, negotiation and facilitation skills. Knowledge and experience in implementation of Batho Pele Principals, Patient Right Charter, Code of Conduct and Labour Relations. Knowledge of National Core Standards and other relevant public service programmes.

**DUTIES**

Develop and implement Quality Assurance Programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of Institutional Plan. Coordinator and facilitate the development of the institutional Quality Improvement Programme and monitor progress on implementation. Maintain and sustain norms, standard and good governance in clinical and non-clinical areas. Promote and facilitate the implementation of guidelines, standard operating procedures and policies. Review and evaluate patients medical records in line with the ideal Clinic and Regulated Norms and Standards. Facilitate Clinical audits and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events (Patients Safety Incidents) and ensure implementation of recommendations / action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys and complaints management) Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on Quality related issues. Consult / advise facility on Quality matters. Attend facility relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to Regulated Norms and Standards. Ensure that institutional Regulated Norms and Standards self-assessments are conducted in all departments. Compile reports on Regulated Norms and Standards together with Clinical Governance Committee and submit to management team and all supervisors. Facilitate the development of Quality improvement plans for identified gaps. Monitor implementation of Quality improvement plans from Regulated Norms and Standards assessments on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review Regulated Norms and Standards assessments. Ensure timeous submission of monthly and quarterly reports to Management and or District Office. Conduct survey to all priority programmes within the institution and satellite clinics.

**ENQUIRIES**

**APPLICATIONS**

Mr. T.G Mbanjwa Tel No: (031) 451 5176  
Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeeni, 4060.

**NOTE**

The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form



Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of educational qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC)

- CLOSING DATE** : 08 September 2023 before 3:00pm
- POST 30/172** : **OPERATIONAL MANAGER GENERAL (HAST) REF NO: CJMH 19/2022 (X1 POST)**
- SALARY** : R464 466 per annum. Other Benefits: Medical Aid (optional). 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet the prescribed requirements) plus 1 2% Rural allowance
- CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
: Senior certificate (Grade 12) or equivalent qualification. Degree/Diploma in General nursing that allows registration with SANC as a Professional Nurse. Certificate of registration as a professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department. Recommendation: NMART Trained. Knowledge, Skills Training and Competencies Required: Through knowledge of nursing care process and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act and Patients' Rights Charter. Batho Pele principles etc. Operational Management skills. Ability to interact with diverse stakeholders and health care users and givers, Good communication skills. Report writing skills, Coordination skills, Liaison skills, Networking, Problem solving skills. Information Management, Planning and Organizing skills, Computer literacy skills.
- DUTIES** : Monitor Health care programme with reference to HIV/AIDS, S'TI'S and ensure HIV/AIDS care service within the facility and its clinics. 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. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan evaluation. Maintain constructive working relationship with nursing plan and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork.) Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.
- ENQUIRIES APPLICATIONS** : Mrs. T. P. Ndlovu Tel No: (034) 271 6405  
: All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135
- FOR ATTENTION NOTE** : Human Resource Manager  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the

envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 08 September 2023
- POST 30/173** : **DIAGNOSTIC RADIOGRAPHER (ULTRASOUND) GRADE 1,2 & 3: REF NO: HRM 64/2023 (X2 POSTS)**  
Directorate: Radiology
- SALARY** : Grade 1: R444 741 – R506 016 per annum  
Grade 2: R520 785 - R595 251 per annum  
Grade 3: R612 642 – R658 482 per annum
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : **Grade 1:** None after registration with HPCSA as an Ultrasound Radiographer  
**Grade 2:** A minimum of 10 year's relevant experience after registration with HPCSA as an Ultrasound Radiographer **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA as an Ultrasound Radiographer Matric/ Senior Certificate or equivalent qualification Plus, National Diploma or Bachelor Degree in Ultrasound, Registration with HPCSA as Ultrasound Radiographer (Independent Practice) and current registration with HPCSA as Diagnostic Radiographer (2023/2024). Recommendation: Computer literacy, Sound Knowledge of safety/ protection regulations, Experience in performing high risk Obstetric and anomaly scans, Paediatrics scans, Paediatrics scans as well as reporting on difficult pathology. Knowledge, Skills, Training and Competencies Required: Sound knowledge of ultrasound procedures and equipment use also trouble shooting. Excellent knowledge of high risk obstetrics and gynaecology, general ultrasound and small parts protocols, sound report writing and administrative skills, knowledge of relevant Health and Safety Acts and Infection Control measures, Good communication, interpersonal relations and problem solving skills, good interpersonal relationship, Clinical competency procedures, knowledge of Quality Assurance procedures and methods, Basic supervisory skills.
- DUTIES** : Participate in institutional ultrasound policy making and planning for service delivery, Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynaecological scans with complicated pathology, Paediatrics and detailed Obstetrics anomaly scans, Promote Batho Pele in execution of all duties for effective service delivery, Inspect and use equipment professionally to ensure that they comply with safety standards, Ensure the implementation of quality assurance and improvement programs, Develop protocols to ensure that ultrasound services comply with HPCSA legislation, Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in working environment, Provide assistance, supervision and training to junior staff and students, Promote team work in the department, Provide professional advice on ultrasound related matters.
- ENQUIRIES** : NNP Dlamini Tel No: (031) 360 3410
- APPLICATIONS** : applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email. [Khayelihle.mbongwe@kznhealth.gov.za](mailto:Khayelihle.mbongwe@kznhealth.gov.za)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of

applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 08 September 2023
- POST 30/174** : **PROFESSIONAL NURSE (SPEC) – THEATRE REF NO: BETH 40/2023**
- SALARY** : Grade 1: R431 265 per annum, (all –inclusive package)  
Grade 2: R528 696 per annum, (all –inclusive package)  
13th Cheque, 12% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : **Grade 1:** Matric Certificate. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 4 years appropriate/ recognizable experience after registration as Professional Nurse with SANC in General Nursing. Post Basic qualification in Operating Theatre Nursing Science. Current Registration with SANC as a General Nurse and Operating Theatre Nursing Science **Grade 2:** Matric Certificate. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Operating Theatre Nursing experience after obtaining a one year post basic qualification in Operating Theatre Nursing. Post Basic qualification in Operating Theatre Nursing. Current Registration with SANC as a General Nurse and Operating Theatre Nursing Science. Knowledge, Skills Training and Competencies Required: Understanding the Nursing legislation. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Team building and diversity Management skills.
- DUTIES** : Implementation and knowledge of National Core Standards. Render an optimal holistic specialized nursing care provided within the set standards. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Develop competencies in pre-operative care, reception area, scrubbing, circulating, recovery room and post –operative care. Maintain accurate complete patient's records. Develop and implement strategies for infection control and prevention for the unit. Assist the unit manager with overall management and support for effective functioning of the unit. Assist and supervise in CSSD. Promote good working relationship between staff and patients. Participate in after-hours theatre calls. Ensure that equipment and machinery is available and functional at all times. Monitor the blood fridge and ensure the availability of emergency blood. Report and record patient safety incidences, challenges and deficiencies within the unit. Ensure safe environment to achieve desired outcomes of surgical interventions.
- ENQUIRIES** : Ms. NL Myeni (AMN) Tel No: (035) 595 3100
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the

interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

**CLOSING DATE**

:

08 September 2023

**POST 30/175**

:

**PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC WARD) REF NO: CBH29/2023**

**SALARY**

:

R431 265 – R497 193 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owner's allowance (employee must meet a prescribed requirements)

**CENTRE REQUIREMENTS**

:

Catherine Booth Hospital  
Standard 10/Grade 12 certificate. Degree/ Diploma in General nursing and Midwifery registered with SANC. A post basic one year specialized qualification in Paediatric Nursing Science. 4 years' experience in nursing after registration with SANC as General Nurse. Current SANC Annual practicing certificate. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills. Basic financial management.

**DUTIES**

:

Manage child health services as per policies/protocols/ rules and regulation of the DOH and SANC. Provide in service training to all midwives allocated in Paediatric ward and POPD area. Manage staff and patient care in the absence of an Operational Manager Nursing. Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs as required by DOH standards. Participate in the planning for all ward activities and equipment. Manage all complications in the absence of the doctor and report. Ensure all policies and SOP's of the unit are updated. Ensure all protocols and guidelines are available and known by the staff. Maintain ethics and professionalism.

**ENQUIRIES APPLICATIONS**

:

Mrs. P.Z. Mbonambi (Assistant Manager Nursing) Tel No: (035) 474 8407  
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehllwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

**NOTE**

:

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

**CLOSING DATE**

:

08 September 2023

**POST 30/176**

:

**PROFESSIONAL NURSE SPECIALTY- OCCUPATIONAL HEALTH NURSE REF NO: EGUM 23/2023**

Re-advertised, applicants that previously applied must re-apply

**SALARY**

:

Grade 1: R431 265 – R497 193 per annum  
Grade 2: R 528 696 – R645 720 per annum  
Plus: 13<sup>th</sup> Cheque / service bonus, Home owners allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: E G & Usher Memorial Hospital  
:  
Professional Nurse **Grade 1** (Specialty Nursing) Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery Plus 1 (one) year post basic qualification in Occupational Health A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as a General Nurse, and Occupational Health. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. Current and previous experience endorsed and stamped by Human Resource (Employment History). Candidates are encouraged to submit full detailed curriculum vitae and completed Z83 application form only. All the attachments / proof will be submitted by shortlisted candidates only. Professional Nurse **Grade 2** (Specialty Nursing) Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery Plus 1 (one) year post basic qualification in Occupational Health A minimum of 14 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in Occupational Health. Current registration with SANC as a General Nurse and Midwifery. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. Current and previous experience endorsed and stamped by Human Resource (Employment History). Candidates are encouraged to submit fully detailed curriculum vitae and full completed Z83 application form only. All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Occupational Health & Safety Act no.85/1993, compensation for occupational injuries & Disease Act no. 130/1993 and other Public Service regulations Clinical & administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication, and presentation skills Ability to make independent decision and adhere. Knowledge of infection prevention and control policies and risk management. Ability to uphold high level of confidentiality Computer skills in basic programs.

**DUTIES**

: Advice provide support and assistance to ensure optimal health status for all employees in the institution and clinic Roll out occupational health programmes for hospital and clinics Conduct medical surveillance programme to all employees Execute all duties. Functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation Compile and submit occupational health statistics and report to the supervisor Render an optimal, holistic, specialized nursing care to employee, maintain accurate staff records and submit reports to relevant stakeholders Advocate for proper health care treatment and willingness to respond to employee needs, requirements and expectation Ensure the unit complies with infection prevention and control as well as occupational health and safety policies Maintain accreditation standard by ensuring compliance with national norms and standards Develop quality improvement plans, strategic plans , policies and procedures for the units Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employee Orientate, train and develop staff on occupational health matters within the sub-district.

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

: Human Resource Department  
:  
The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your

application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 08 September 2023 @ 16H00 afternoon
- POST 30/177** : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: EGUM 29/2023 (X1 POST)**  
Re-advertised, applicants that previously applied must re-apply
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13<sup>th</sup> Cheque / service bonus, Plus 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E.G. & Usher Memorial Hospital  
: Senior certificate / Grade 12 certificate or equivalent Diploma / Degree in General nursing and Ophthalmological Nursing1 (One) year post basic qualification accredited by SANC. Registration Certificates from South African Nursing Council as Professional Nurse and Ophthalmology. Proof of current registration with South African Nursing Council as a General Nurse and Ophthalmology (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History) on when shortlisted. **Grade 1:** A minimum of (4) years appropriate recognisable experience in nursing after registration with SANC in General nursing and Ophthalmology. **Grade 2:** A Minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in General nursing, and Ophthalmology. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Knowledge of Public service regulations Knowledge of SANC rules and regulations Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team. Team building and cross culture awareness.
- DUTIES** : To render special Ophthalmology service needed, screening, diagnosing, treatment and referral for further care. Implementation of Comprehensive eye care services to attain quality patient care. Triaging of health problems according to prescribed norms and standards. Create and maintain a complete and accurate nursing record for individual health care user. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Maintain a constructive working relationship with members of the multidisciplinary health team and other stakeholders. Utilize human, material and financial resources efficiently and effectively. Participate in health promotion and illness prevention initiatives. Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Communicate with the multidisciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Report and communicate on the continuity of care to the caregivers and members of the health team.

**ENQUIRIES** : Mr MJ Mbali Tel No: (039) 797 8100

**APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**FOR ATTENTION** : Human Resource Department

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

**CLOSING DATE** : 08 September 2023 @ 16H00 afternoon

**POST 30/178** : **PROFESSIONAL NURSE: SPECIALTY STREAM – NEONATAL / ICU / PAEDIATRICS REF NO: MGMH36/2023 (X2 POSTS)**

**SALARY** : Grade 1: R431 265 – R497 193 per annum, Plus 13<sup>th</sup> cheque, Medical Aid Subsidy (optional) and home owner's allowance (subject to meeting prescribed requirements).  
Grade 2: R528 696 – R645 720 per annum, Plus 13<sup>th</sup> cheque, Medical Aid Subsidy (optional) and home owner's allowance (subject to meeting prescribed requirements).

**CENTRE** : Mahatma Gandhi Memorial Hospital

**REQUIREMENTS** : Senior certificate / Grade 12. Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as a Professional Nurse plus. A post basic nursing qualification (Critical care nursing science / Child nursing Science or Advanced midwifery) with a duration of at least 1 year accredited with the SANC in one of the specialities referred to above. Current registration with SANC as a General Nurse and Midwife and Post basic –critical care nursing science / Child nursing science or Advanced Midwife 2023. Plus **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and midwifery. A post basic nursing qualification (Critical Care nursing science / Child nursing science or Advanced midwifery) with a duration of at least 1 year accredited with the SANC in one of the specialities referred to above. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Critical care nursing science / Child Nursing science or Advanced Midwifery. Knowledge, Skills, Training and

Competencies Required: Knowledge of nursing care and processes and procedures. Basic knowledge of public service regulations. Disciplinary code human resources policies, hospital generic and specific policies. Leadership and supervisory skills. Team building and cross-cultural awareness. Good communication and interpersonal skills.

**DUTIES**

: Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning / organising and monitoring of the objective of the specialised unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff /housekeeping staff and give guidance. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patient's rights principles. Provide safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patients' records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Finance and material. Implementation and management of infection control and prevention protocols. Maintain clinical, professional and ethical standards. Assist with performance review i.e. EPMDS.

**ENQUIRIES  
APPLICATIONS**

: Mr GTD Mthethwa Tel No: (031) 502 1719 ext. 2015  
: Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.

**FOR ATTENTION  
NOTES**

: Mr E.S Gwala  
: The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH/01/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

**CLOSING DATE**

: 15 September 2023

**POST 30/179**

: **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA CNP 03//2023 (X2 POSTS)**

**SALARY**

: Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE  
REQUIREMENTS**

: KZN Health Inanda C CHC  
: Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid



Driver's Licence (Code 08/ Code 10), Computer Literacy. Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

**DUTIES**

: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.

**ENQUIRIES**

: Mrs. TC Mbatha (AMN) Tel No: (031) 519 0455

**APPLICATIONS**

: Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.

**NOTE**

: Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment is subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

**CLOSING DATE**

: 08 September 2023

**POST 30/180**

: **CLINICAL NURSE PRACTITIONER – HIGH TRANSMISSION AREAS REF NO: UMP 38/2023**

**SALARY**

: Grade 1: R431 265 – R497 193 per annum  
Grade2: R528 696 – R645 720 per annum

**CENTRE**

: Umphumulo Hospital

**REQUIREMENTS**

: Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), accredited with the South African Nursing Council. Current (2023) council receipt (if shortlisted). A valid code C1 driver's licence. **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health

Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department – (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

**DUTIES** : Co-ordinate, oversee and manage delivery of comprehensive primary health care services focusing mainly prevention, case finding, linkage and retention of Key Populations to HIV and TB health services and thus assist the acceleration of activities in order to achieve 95 95 95 HAST goals. Conduct community dialogues and awareness campaign. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization of basic medical equipment, pharmaceutical and surgical stock. Identify high transmission areas for HIV, TB, STIs and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations.). Work with other government departments, civil society and other non-governmental organisations to address social determinants of health Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Work flexi hours and shifts in order to increase access of health services to key populations.

**ENQUIRIES** : Ms. G. F. Madi Tel No: (032) 481 4191  
**APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION** : Mr S. M. Naidoo  
**NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 15 September 2023

**POST 30/181** : **CLINICAL NURSE PRACTITIONER (X5 POSTS)**

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
 Grade 2: R 528 696 - R645 720 per annum  
 Other Benefits: 13<sup>th</sup> Cheque, 8% Rural Allowance Medical Aid (optional), Home owner allowance (subject to meeting prescribed requirements)

**CENTRE** : St Chads CHC  
 St Chads CHC (Casualty and Flue Clinic) Ref No: STC 16/2023  
 St Chads CHC (Mother and Child) Ref No: STC 17/2023  
 St Chads CHC (MOU and Antenatal) Ref No: STC 18/2023  
 St Chads CHC (Chronic Department) Ref No: STC 19/2023

**REQUIREMENTS** : **Grade 1:** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years

appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. **Grade 2:** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.

**DUTIES**

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

**ENQUIRIES  
APPLICATIONS**

: Mr. SI Siyaya Tel No: (036) 637 9600  
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.

**FOR ATTENTION  
NOTE**

: Mr S.D.Mdletshe  
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for employment from effective 01/02/2021, which is obtainable at any government department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

**CLOSING DATE**

: 08 September 2023

<b><u>POST 30/182</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) CRITICAL CARE (ICU) REF NO: MAD 37/2023 (X3 POSTS)</u></b> EE Target (African Male)
<b><u>SALARY</u></b>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Madadeni Provincial Hospital <b>Grade 1:</b> Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2</b> Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A one (1) year post basic qualification in Critical Care Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Critical Care Nursing Science. Knowledge, Skills and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<b><u>DUTIES</u></b>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. N.W Kubheka Tel No: (034) 328 8137 All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
<b><u>FOR ATTENTION NOTE</u></b>	:	The Recruitment Officer The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	15 September 2023

<b><u>POST 30/183</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 &amp; 2 (PHC) REF NO: VRH 40 /2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mason Clinic An appropriate B Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Registration with SANC for 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for clients and community.3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Nutritional services. Antenatal care services/ PMTCT and post-natal care services. Emergency deliveries. Centre for chronic medicine dispensing and distribution (CCMDD) and chronics (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext. 5918 All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9 NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> .The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please

note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.  
08 September 2023

**CLOSING DATE**

:

**POST 30/184**

:

**PROFESSIONAL NURSE (SPECIALTY) – MAQUMBI CLINIC REF NO: UMP 39/2023**

**SALARY**

:

Grade 1: R431 265 – R497 193 per annum  
Grade2: R528 696 – R645 720 per annum

**CENTRE REQUIREMENTS**

:

Umphumulo Hospital  
Senior certificate. Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Advanced Midwifery, accredited with the South African Nursing Council. Current (2023) council receipt if shortlisted **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in maternity after obtaining the post basic qualification of Advanced Midwifery, Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

**DUTIES**

:

Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the section adheres to the principles of Batho Pele. Diagnose and manage obstetric emergencies in the clinic i.e. eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods and manage or refer in accordance to hospital policy. Develop, implement and review obstetric policies and procedures. Develop quality improvement programs for obstetrics. Conduct Perinatal Mortality reviews or meetings. Implement EPMSD and identify staff training needs Conduct in-service education for all obstetric staff. Participate in all obstetric programs i.e. PMTCT, BBI, BFI, and RHC – reproductive health. Practice participative management by assisting with relief duties of the supervisor. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property.

**ENQUIRIES APPLICATIONS**

:

Mrs. J. M. Ndlovu Tel No: (032) 4814199  
Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION NOTE**

:

Mr S. M. Naidoo  
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 15 September 2023
- POST 30/185** : **PROFESSIONAL NURSE (SPECIALTY) – EYE CLINIC REF NO: UMP 40/2023**
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade2: R528 696 – R645 720 per annum
- CENTRE** : Umphumulo Hospital
- REQUIREMENTS** : Senior certificate. Diploma / Degree in General Nursing. Registration with the S.A.N.C. as a Professional Nurse. A post basic nursing qualification in Ophthalmic Nursing Science, accredited with the South African Nursing Council. Current (2023) council receipt if shortlisted. **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in eye clinic after obtaining the post basic qualification of Ophthalmic Nursing Science, Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
- DUTIES** : Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Evaluate, diagnose, treat and discharge patients with ocular conditions/diseases. Manage patients referred from general practitioners and primary health care units. Perform initial screening, monitor disease progression and assist with early treatment of chronic ocular conditions e.g. glaucoma, diabetic retinopathy and dry eye. Perform primary follow up and discharge patients who have undergone surgery. Educate patients and increase awareness of public resources available service to the visually impaired. Plan awareness and campaigns for cataract surgery. Conduct community outreach to find those with eye conditions and educate. Help patients to overcome psychological obstacles and provide necessary assistance to increase patient independence. Provide training to both Primary health care nurses and hospital nurses on cataract case finding. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Ensure proper utilization of resources and exercise care over government property.
- ENQUIRIES** : Mrs. J. M. Ndlovu Tel No: (032) 4814199
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
- FOR ATTENTION** : Mr S. M. Naidoo
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks:

security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 15 September 2023
- POST 30/186** : **ASSISTANT DIRECTOR: HRM REF NO: STC 13/ 2023 (X1 POST)**
- SALARY** : R424 101 per annum. Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (Subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Senior Certificate (Grade 12) Plus Bachelor's Degree or Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management A minimum of five years operational experience in Human Resource of which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Knowledge, Skill, Training and Competencies Required: Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL System, Knowledge of basic Principles of HR Management. Ability to interpret and apply policies, Acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, Time management, Facilitation skills, Risk management and Good interpersonal relation skills. Computer Literacy.
- DUTIES** : Provide Strategic leadership of human resource management for the facility. Manage all Human Resource Components i.e Human Resource Practices, Human Resource Planning and Development, Staff Relations and Occupational Health Nurse and ensure that efficient and effective services are provided. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for CHC ideal Clinic realization and Maintenance Programme. Monitor human resource records and documents management system. Manage the payroll programme and ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification process. Monitor and evaluate the effectiveness Human Resource Provisioning and Practices. Ensure the co-ordination Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relation. Create awareness of labour relation. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that a misconduct case in the institution is dealt with timeously. Monitor and evaluate effectiveness of Employee Wellness, ensure co-ordination of institutional Employee Wellness Committee Meetings (IEHWCM) Ensure training of staff on employee Health Wellness. Create awareness of Employee Health Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance Programme. Provide leadership for management processes for the alignment of organizational and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the facility. Request and downloading and analysing PERSAL Reports. Serve in the transformation Plan of the department or facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction survey and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan and Employment Equity Plan for the facility. Manage HRM relates risks and ensure efficiency in utilization of COE budget.
- ENQUIRIES** : Dr S.E Mnguni Tel No: (036) 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe



- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
- CLOSING DATE** : 08 September 2023
- POST 30/187** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DPKISMH 43/2023 (X1 POST)**  
Component: Human Resource Management
- SALARY** : R424 104 per annum. Plus 13th Cheque, Medical Aid (Optional), Home owners Allowance (employee must meet the prescribed requirements).
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent. Senior Certificate /Grade 12 or equivalent. Degree/ National Diploma in Human Resource Management/ Public Administration or Public Management plus 3 - 5 years supervisory experience in Human Resource, Labour Relations. Unendorsed valid Code EB driving licence (Code 08). Recommendations: Training Programmes and/or experience in investigation, presiding and grievance handling will serve as a recommendation. Proven computer literacy. Knowledge, Skills, Training and Competence Required: The incumbents for this post will report to the Deputy Director – HRM and will be responsible for providing integrated staff relations advisory services to ensure sound labour practices in the institution. The ideal candidate must possess expert knowledge of the legislative and policy imperatives informing the area of operation. Have mediation and negotiation skills. Have the ability to analyse information relating to the area of operation and to utilize the information to identify trends, progress and potential problems, planning and organizing skills. Possess high level of confidentiality. Have ability to work independently and under pressure. Have good interpersonal relations. Possess high level of communication skills (both written and verbal). Ensure effective communication between Dr Pixley ka Isaka Seme Memorial Hospital and the Unions Regional Manager. Ensure effective communication between management and Organised Labour. Be computer literate with proficiency in MS Office Software Applications.
- DUTIES** : Assist in the formulation, implementation and monitoring of policies, procedures and processes to ensure effective and efficient Labour Relations at Dr Pixley ka Isaka Seme Memorial Hospital. Promote constructive labour peace between Organised Labour and Management for Dr Pixley ka Isaka Seme Memorial Hospital based on the core values of the Department of Health. Formulate SOP's that are related to Labour Relations Component. Effective management and screening of grievances, misconduct and dispute cases within Dr Pixley ka Isaka Seme Memorial Hospital to ensure resolutions are met. Ensure continuous in-service trainings on labour related issues. Ensure effective utilization of resources in labour relations including management of EPMDS. Represent the employer at conciliation and arbitration sittings. Proper handling of bilateral meetings with Organised Labour & management, ensure high level of confidentiality and professionalism is maintained. Promote effective communication with different HR Components before involving

Organised Labour and Management. Submission of statistics and capturing of cases into PERSAL system and provide weekly, monthly, quarterly and annual reports. Ensure all items submitted to IMLC by Organisational Labour are fully motivated before presenting them to Management. Take full responsibility and accountability in managing strike actions. Receiving memorandum and ensure timeous responses are given to Institutional Management, Head Office and Organisational Labour.

- ENQUIRIES** : Mrs GC Buthelezi Deputy Director: HRM Tel No: (031) 530 1403
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 43/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 08 September 2023
- POST 30/188** : **CASE MANAGER REF NO: PSH 60/ 2023 (X1 POST)**
- SALARY** : R424 104 per annum (Level 09). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : A minimum of 5 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Matric / Senior Certificate. Diploma/Degree in General Nursing Current registration with SANC as General Nurse and midwife 2023 SANC Receipt Computer Literacy Certificate of service endorsed by HR. Knowledge, Skills And Competencies Required Knowledge of Hospital Indicators/Medical Schemes Act 131 of 1998 as amended/UPFS Manual/South African Coding Standards, PFMA, Constitution of the Republic of South Africa(Act No.30 of 1996)Unemployment Insurance Act. Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint). Skills in: Applying Expertise and Technology/Adhering to Principles and Values /Delivering Results and Meeting Customer Expectations /Writing and Reporting/. Formulating Strategies and Concepts/Presenting and communicating Information. Team work/Linking a diagnosis to an ICD-10 alpha numerical code.
- DUTIES** : Ensure efficient and effective communication is done and update clinical information for externally funded clients, by submitting accurate ICD-10, UPFS and Procedure codes, Consult with the multidisciplinary team regarding patient treatment and progress, advice regarding available benefits and resources and refer appropriately e.g. step-down facility, base hospital. Assist with rejected claims; follow the escalation process with regards to account and authorization queries, Coordinate the workflow process between clinical and administrative personnel. Check that charges for all services rendered to the patient appear on the account including ICD-10, UPFS tariffs and Procedure codes and communicate with Billing/Revenue department. Ensure that all externally funded patient diagnosis have been assigned the ICD- 10 code, Ensure that the updated version of the UPFS / Hospital Fees Manual is uploaded on the hospital's system to ensure that accurate billing takes place. Monitor the following Hospital indicators: Bed Utilization Rate (BUR) Patient Day Equivalent, (PDE), and Average length of Stay (ALOS), Conduct audits on patient files for compliance, Verification of benefits available, Authorization and reauthorization, Assist Billing/Revenue department with account queries by providing valid and complete ICD- 10 codes.

**ENQUIRIES APPLICATIONS** : Mr DG Gounden Tel No: (039) 688 6111  
 : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240

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

**CLOSING DATE** : 08 September 2023

**POST 30/189** : **SAFETY OFFICER REF NO: BETH 42/2023 (X1 POST)**

**SALARY** : R359 517 per annum, (all –inclusive package). 13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

**CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)  
 : Senior Certificate / Grade 12. Degree / National Diploma in Health & Safety/ Environment Health. 3-5 years' experience in Health & Safety environment. Computer Literacy, MS Office Software application. Recommendations Valid driver's License Knowledge Skills Training and Competencies Required: Good communication skills, written and verbal. Good auditing, investigation and report writing skills. Knowledge of legislation pertaining to health and safety.

**DUTIES** : To ensure Safety Audit functions are carried out for the institutions in compliance with Occupational Health & Safety Act of 1993. To participate in designing and rolling out of health training programmes, orientation and induction programmes. To ensure prevention management of potential situations that could lead to injury/disability or death of staff members or visitors. Management or prevention of internal disaster. To ensure the delegated management and administration function are carried out timeously and correctly in order for health and safety to function. To assist in compiling all health and safety manuals and protocols. To identify, measure and control potential hazard risks in the workplace pertaining to the Health and Safety, the environmental aspects within the broad context of preventing injuries, diseases and degrading of the environment. Attend to disaster management committee, building site meetings and all other relevant meetings. Demonstrate a basic understanding of HR and financial policies and procedures.

**ENQUIRIES APPLICATIONS** : Mr PM Jiyane Systems Manager Tel No: (035) 595 3105  
 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za

**NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form

the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s) 08 September 2023

**CLOSING DATE**

:

**POST 30/190**

:

**EMPLOYEE ASSISTANCE PRACTITIONER REF NO: SAP 29/2023 (X1 POST)**

Component: Wellness  
(Re-advertised)

**SALARY**

:

R359 517 - R420 402 per annum. Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner's allowance employee (Must Meet prescribed Requirements)

**CENTRE**

:

St Apollinaris Hospital

**REQUIREMENTS**

:

Matric/senior certificate/ Grade 12 or an Equivalent qualification. Bachelor's Degree/ Diploma in Social Sciences/ Social Work or National Diploma in Employee Wellness. 1-2 years' experience in Employee Wellness Field. Proof of current and previous experience endorsed by Human Resource Department. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Recommendations: A valid Driver's License. Knowledge, Skills and Competencies Required: Good knowledge of Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Sound knowledge of the healthy lifestyle Programme, HIV/AIDS, Sick leave, PILLIR, Stress management etc. Knowledge of National, Provincial, and Departmental policies, prescripts and legislation Counselling. HIV/AIDS Counselling. Crisis Management. Excellent report writing and writing skills. Project planning and Management. Presentation Skills. Problem Solving. Analytical thinking. Communication and conflict management skills. Tact and Diplomacy.

**DUTIES**

:

Ensure the implementation and maintain policies and procedures that will address Employee Wellness Programme at institution level. Establish and facilitate Employee Wellness Programme. Monitor and facilitate Employee Wellness Programme. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience. Marketing and Promotion of Employee Health Wellness (EHW) within the institution. Ensure the implementation of Special Programme such as, Financial Wellness that is retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism. Co-ordinate sport activities for the staff at the facility.

**ENQUIRIES**

:

Mr MT Dlamini Tel No: (039) 833 9001-8

**APPLICATIONS**

:

Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

**FOR ATTENTION**

:

Human Resources Section

**NOTE**

:

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People

with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 08 September 2023
- POST 30/191** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CBH30/2023**
- SALARY** : R359 517 – R420 402 per annum (Level 08). Other Benefits: 13th Cheque, home owner's allowance (employee must meet prescribed requirements), medical aid (optional)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital  
Senior Certificate (Grade 12), National Diploma/Degree in Public Administration/Management or equivalent qualification. 3-5 year appropriate experience in Systems Components. Only shortlisted candidates will submit proof of previous and current work experience endorsed by the Human Resources. Valid Code 08/EB Driver's license. Computer literacy. Human resources management skills. Financial management skills Risk management skills. Conflict management. Project management. Organizational skills. Strong leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Excellent customer care and interpersonal team building skills. Must be driven, courteous enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain patient confidentiality. Good report writing and interpersonal skills. Have a high level of planning and organizational skills. Attended Registry and Records Management course.
- DUTIES** : Maintain the overall control of record and registry management, telecommunication, transport services, catering services, laundry services, messenger's services, pottering services, mortuary services, staff accommodation, typing services, cleaning and ground services, security services, it services, garden and grounds and admitting section. Check mortuary register regularly to ensure proper maintenance. Ensure that secretarial services are provided at management meetings. Provide to management and heads of sections on matter relating to administrative support services. Maintain adequate availability and efficient utilization of staff in all sub-sections. Provision of staff accommodation. Serve as the member of relevant institutional Multidisciplinary Committees. Deputizing as the Systems Head in the absence of the Systems Manager.
- ENQUIRIES APPLICATIONS** : Mr. E Kleinhans Tel No: (035) 474 8407/8/9  
All applications should be forwarded to: Catherine Booth Hospital, Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehllwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, a reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 08 September 2023
- POST 30/192** : **SENIOR SUPPLY CHAIN MANAGEMENT OFFICER REF NO: STC15 /2023 (X1 POST)**  
Re-Advertisement
- SALARY** : R359 517 per annum (Level 08). Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC

**REQUIREMENTS**

: Grade 12 (Senior Certificate) Degree/ National Diploma in SCM/Public Management/Public Administration/Accounting/ Financial/Business Management or any equivalent qualification. A minimum of 3-5 years Supervisory experience in Supply Chain Management. Computer Literacy (MS Office Software applications. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Valid driver's license code8/10. Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Management Act, Treasury Regulations, Inventory & Logistics Management, Acquisition and demand Management, Assets Management. Knowledge of SCM and procurement process and procedures. Good written and verbal communication skills. Good report writing and presentation skills. Customer care and interpersonal relations skills, problem solving and decision making. Ability to maintain high level of confidentiality Organizing, planning and numerical skills. Ability to work under pressure and meet required deadlines. Organizing planning numerical skills. Be computer literate with a proficiently in MS Office software application. Knowledge of PFMA.

**DUTIES**

: Manage day to day functioning of SCM.Oversee Budget and Expenditure Component and SCM. Consolidate Financial monthly and quarterly reports. Ensure monthly, quarterly and annual monitoring of the budget to prevent over and under expenditure. Identify, reduce and report fruitless provision of demand, logistics and warehouse, acquisition and assets management services in SCM unit to support core service delivery. Assist with the reconciliation of the CEO's Management Pack. Manage stores or warehouse where all stock are kept. Manage Suspense Accounts and maintain debt files. Ensure effective, efficient and economical management of allocated resources of the section as well as staff development. Manage and maintain stocktaking processes. Authorize commitments, payments, debts and journal on BAS. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure proper voucher control and submission. To ensure that goods and services are in line with the procurement plan and adhered to budget allocation. Manage submission of monthly reports including RIDV template. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and Sops'. Develop and implement Risk Management pal as outlined on the institution Risk Plan and attend to Audit queries timeously. Provide technical support to managers regarding SCM processes. Supervise, train and develop staff in line with EPMDS and segregation of duties in order to improve service delivery. Manage, evaluate and direct performance of supply chain management. Assist and provide input with regard to development of procurement/ sourcing strategy, research, analyze and the plan procurement requirements of the department. Ensure annual procurement plan is compiled. Review specifications and terms of reference received, verify quotations compiling pf BID documents, advertising of bids, organizing briefing sessions, administer opening dib box, accurate recording of bids received and render secretariat to the bid committee. Monitor and follow up on outstanding requests and documents in SCM. Conduct assets verification and spot checks. Maintain asset register and ensure newly procured assets are barcoded and captured. Coordinate the movement of assets. Coordinate the asset disposal process. Ensure monthly updating and reporting of FAR. Carry out all responsibilities delegated by Assistant Director Finance.

**ENQUIRIES**

: Mr. S.J Pinaar Tel No: (036) 637 9600

**APPLICATIONS**

: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370 or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.

**FOR ATTENTION**

: Mr S.D.Mdletshe

**NOTE**

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment

experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 08 September 2023
- POST 30/193** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CJMH 18/2023 (X1 POST)**
- SALARY** : R359 517 per annum (Level 08). Other benefits: 13th Cheque, Medical Aid (Optional), Home owners Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
: Grade 12 / senior certificate. Three years Bachelor Degree/National Diploma in Public Administration, Public Management plus at least three years (3) appropriate experience. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department. Recommendation: Computer literacy. Valid driver's license Knowledge, Skills Training and Competencies Required: Knowledge and experience in Public Service, PFMA, Treasury Regulation, Legislation ETC. Knowledge of Labour Relations. Leadership skills and ability to supervise. Good communication and interpersonal relations. Management discipline and grievance skills. Cross culture awareness.
- DUTIES** : To ensure proper management and optimal usage in cost effective manner and maintaining the overall control of the following areas: Laundry Services, Registry Cleaning Services, Telecommunication Services, registry, Information Systems and Technology services, Gardening and Grounds Services, Patient Administration, Mortuary, Housekeeping, Security services, Transport services and Catering services within the institution. Training and development of staff to deliver efficient exercise budget and expenditure control. Implement, monitor and evaluate staff performance management in the various department under your control. Monitor and advise contractors in order to deliver quality services. Maintain adequate availability and efficient utilization of staff in all sub-section. Oversee risk management systems at the institution to ensure that an effective, up to date disaster and major incident management plans are maintained. Render expects advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Contribute as member of multi-disciplinary management team towards the effective and efficient management of the institution. Deputiizing as the systems head in the absence of the Assistant Director: facilities management.
- ENQUIRIES APPLICATIONS** : Mr T. D.Ndaba Tel No: (034) 271 6410  
: All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu: Private Bag X5503, Nqutu, 3135
- FOR ATTENTION NOTE** : Human Resource Manager  
: Due to financial constraints No S&T or relocation costs will be paid for attending interviews.
- CLOSING DATE** : 08 September 2023
- POST 30/194** : **HUMAN RESOURCE PRACTITIONER - STAFF RELATIONS REF NO: GJGM35/2023 (X1 POST)**  
Component: Human Resource Management  
(Re-advertisement)
- SALARY** : R294 231 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital  
: Senior Certificate / Matric (Grade 12). Degree/ Diploma in Human Resource Management / Human Sciences / Public Administration / Public Management / Labour Law. 3 – 5 years' experience in staff/ Labour relations.

Recommendations: Unendorsed valid Code B drivers licence (code 8), PERSAL Certificate. Knowledge, Skills and Competencies: Sound knowledge of Human Resource Management with emphasis on Staff Relations. In-depth knowledge on relevant prescripts. Good verbal communication, presentation and report writing skills. Computer literacy with knowledge of the PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision making skills. Ability to maintain a high level of confidentiality.

**DUTIES** : Maintain the functioning of staff relations in the institution to ensure the provision of high quality services. Participate in the formulation and review of Staff Relations Standard Operating Procedures and strategies to ensure that current SOP's used in line with the latest Acts, Policies and Regulations. Maintain a database for Staff Relations and an efficient administration system. Provide efficient conflict management resolution. Assist with the identification of training gaps and ensure the implementation of in- service training programmes. Attend to all referred grievances, misconducts, conflicts and dispute resolutions. Investigate and preside over disciplinary hearings when need arise. Update HR Staff Relations records and registers and maintain a proper filing system. Prepare staff relation reports. Collect and analyse staff relations statistics and conduct staff satisfaction surveys. Promote orderly collective bargaining within the institution.

**ENQUIRIES** : Mr T Latha (Deputy Director - HRM) Tel No: (032) 437 6006  
**APPLICATIONS** : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Those who apply previously are free to re-apply.

**CLOSING DATE** : 08 September 2023

**POST 30/195** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: VRH 41/2023**

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

**CENTRE** : Vryheid Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent Plus Computer literacy in Ms Word, Ms Excel, Ms PowerPoint and Ms Outlook, 3-5 year's work experience in Supply Chain Management department NB: Proof of working experience



endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Recommendations: Valid driver's license. Degree or National Diploma in Supply Chain Management / Cost & Management Accounting / Financial Management/ Financial Accounting/ Public Management/ Public Administration. Knowledge, Skills, Training and Competencies Required: Sound knowledge development and implementation of policies and procedures pertaining asset division. Sound knowledge and understanding of Public Finance Management Act, Treasury. Practice note, Accounting Practice, Supply Chain Management Act and assessment policies. Good verbal and written communication skills. Ability to plan, prioritize and execute duties in order of importance. Ability to meet deadlines. Strong leadership, interpersonal, relationship, problem solving and decision making skills. Skills in management of discipline and grievance procedure. Numeracy skills and high level of accuracy.

**DUTIES** : Compile and maintain records (e.g. assets records/ databases). To supervise the process of issuing furniture, equipment and accessories to components and individuals. Identify redundant, non- serviceable and obsolete equipment for disposal. Verify and update asset register. Confirm that the items delivered are according to specification specified in the order. Provide logistical support during the bid consideration and contracts conclusion process. Maintain records of all equipment sent for repairs. Receive request for goods from end users. Provide input into the movable asset audit plan. Issue goods to end users. Implement and provide input to the movable asset management strategic plan. Capture goods in registers database. Responsible for ensuring the provision of logistic management services. Ensure that all stocktaking is conducted on regular basis. Monitor the procurement planning process and compliance to SCM policies Ensure the effective, efficient and economical management of allocated resources of division as well as staff development. Prepare and analyse monthly reports including RIDIV Template, related to supply Chain management. Manage, evaluate and direct performance of supply chain management. Ensure compliance with Departmental SCM Policy Framework Practice notes and Treasury Regulations. Internal auditing and risk management.

**ENQUIRIES** : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11

**APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Vryheid, District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier services since there are some challenges with Post Office.

**CLOSING DATE** : 08 September 2023

**POST 30/196** : **HUMAN RESOURCE PRACTITIONER: HRD REF NO: EST/50/2023 (X1 POST)**

**SALARY** : R294 321 – R343 815 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Home Owner Allowance (employee must meet prescribed

**CENTRE** : Estcourt District Hospital

**REQUIREMENTS** : Senior Certificate – Grade 12, Degree/Diploma in Human Resources/Human Sciences/Public Administration/Public Management, 3-5 years' experience in Human Resource Development, Computer literacy- MS office (Word, Excel, Outlook and Power Point), Valid driver's licence. Knowledge, Skills and Competencies: Knowledge and understanding of Public service Act 1994, Skills Development Act 1998, Public service regulations 1999, SQA and the NQF, Basic Conditions of Employment Act 1997 and Labour Relations Act, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Report writing, Team building and supervisory skills.

**DUTIES** : Ensure proper and full implementation of EPMDS. Coordinate Trainings and manage training needs analysis for the institution. Implement Grade progression to all qualifying employees. Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan, and Workplace Skills Plan. Compile training statistics and QMR. Manage and processing of Improved Qualifications. Strategies and conduct projects within District: Internships, Bursaries, Work Integrated. Manage the Induction and Orientation of staff programme. Render effective advisory services to Management and employees at the Hospital. Provide and perform secretary duties for IHETD committee and all HR Planning and Development related meeting. Check and approve transactions on Persal and ensure effective and efficient record

keeping. Manage and maintain a database of Human Resource development and planning training programmes.

**ENQUIRIES APPLICATIONS** : Mr. S.S. Manyathi Tel No: (036) 342 7094  
 : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X7058, Estcourt, 3310 or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.

**FOR ATTENTION NOTE** : Human Resource Section  
 : Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at [www.kznhealth.gov.za](http://www.kznhealth.gov.za) website and should be accompanied by a CV(previous experience must be comprehensively detailed Please note that to due financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply.

**CLOSING DATE** : 15 September 2023

**POST 30/197** : **HUMAN RESOURCE PRACTITIONER: STAFF RELATIONS REF NO: STC14 /2023 (X1 POST)**

**SALARY** : R294 321 per annum (Level 07). Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

**CENTRE REQUIREMENTS** : St Chads CHC  
 : Senior Certificate /Matric (Grade 12) Degree/ Diploma in Human Resource Management / Human Science/ Public Administration/ Public Management/ Labour Law. Minimum of 3-5 experience in staff/ Labour relations. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Recommendations Valid driver's license code8/10Persal certificates: Knowledge, Skill, Training and Competencies required: Sound knowledge of Human Resource Management with emphasis on Staff Relations. In- depth knowledge of relevant prescript good verbal communication, presentation and report writing skills. Computer Literacy with knowledge of PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision-making skills. Ability to maintain a high level of confidentiality.

**DUTIES** : Maintain the functioning of staff relations in the institution to ensure the provision of high quality services. Participate in the formulation and review of Staff Relations Standard Operating Procedures and strategies to ensure that current SOP's used in line with the latest Acts, Policies and Regulations. Maintain a database for staff Relations and an efficient administration system. Provide efficient conflict management resolution. Assist with the identification of training gaps and ensure the implementation of in-service training programmes. Attend to all referred grievances, misconducts, conflicts and disputes resolutions. Investigate and preside over disciplinary hearings when need arise. Update HR Staff Relations records and registers and maintain a proper filling system. Prepare staff relation reports. Collect and analyze staff relations statistics and conduct staff satisfaction surveys. Promote orderly collective bargaining within institution.

**ENQUIRIES APPLICATIONS** : Mr. S.D Mdletshe Tel No: (036) 637 9600  
 : All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.

**FOR ATTENTION NOTE** : Mr S.D.Mdletshe  
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged.

Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 08 September 2023
- POST 30/198** : **SWITCHBOARD OPERATOR (SUPERVISOR) REF NO: CBH31/2023**
- SALARY** : R241 485 – R255 306 per annum (Level 06). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's Allowance (Applicant must meet a prescribed requirements).
- CENTRE REQUIREMENTS** : Catherine Booth Hospital  
: Matric/ Senior Certificate/ Grade 12. Minimum of 3-5 years in Telecommunications environment. Computer Knowledge. Staff supervision skill. Problem solving skill. Office based practice skill. Listening skill. Planning and organizing skill. Telecommunication skill. Knowledge of Batho Pele Principles.
- DUTIES** : To ensure that all call registers are up to date. To ensure that all major complains are handled in a professional manner. To ensure that all booked calls are recorded on the call register. To ensure that all incoming calls are received and transferred as per caller's request. To ensure that all Batho Pele Principles are implemented. To ensure that the quality of service is maintained. Ensure proper utilization of all resources allocated to Telecommunication section. To log all telephones faults and call Telkom for technical support. To issue and control all telephone secret pin codes. To train and supervise telecommunication staff within the institution.
- ENQUIRIES APPLICATIONS** : Mr. E Kleinhans Tel No: (035) 474 8407/8/9  
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 08 September 2023
- POST 30/199** : **FOOD SERVICES MANAGER REF NO: BETH 43/2023 (X1 POST)**
- SALARY** : R241 485 per annum (all-inclusive package). 13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)  
: Senior Certificate / Grade 12. Degree / National Diploma in Food Service Management, Food and Beverage Management or Catering Management Recommendations At least 1-2 relevant experience. Computer Literacy, MS Office Software application. Knowledge Skills Training and Competencies: Required Operation of food services system. Stock control procedures and production management. Food services equipment and kitchen floor layout. Nutrition, menu planning and recipe development. Kitchen Hygiene Principles

and Risk Management. Food safety and HACCP principles. Computer literacy. Accounting and presentation. Training and coaching. Decision making and problem solving.

**DUTIES** : Manage and control the food services budget utilization. Provide effective catering services at the hospital. Ensure compliance with government prescripts. Compile and implement operational plans, policies and procedures that will all enhance provision of quality services. Ensure acceptance and nutritiously balanced diet that will enhance optimal health status of patients are provided. Ensure the safe, efficient, effective and economical utilization of resources allocated to the subcomponent including the development of staff. Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency. Monitor and assess staff performance as per Key Performance Areas outlined on EPMDS and job description.

**ENQUIRIES APPLICATIONS** : Mr PM Jiyane Systems Manager Tel No: (035) 595 3105  
: The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za

**NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; verification of educational qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).  
**CLOSING DATE** : 08 September 2023

**POST 30/200** : **ARTISAN PRODUCTION GRADE A (MECHANICAL FITTER) MAINTENANCE REF NO: CBH32/2023**

**SALARY** : R220 533 - R244 737 per annum. Other Benefits: 13th Cheque, Medical Aid (optional) and Home owner's allowance (employee must meet prescribed requirements).

**CENTRE REQUIREMENTS** : Catherine Booth Hospital  
: Grade10/ Standard 8/ N2, Trade test certificate under Manpower Act 8, 1981 as a Mechanical Fitter. Valid Driver's Licence. Minimum of 3 Years' experience as a Fitter in maintenance workshop environment after obtaining trade test certificate. Knowledge of Occupational Act and Safety Acts, Knowledge of oxygen, distribution and plant in a Hospital. Mechanical plan, ventilation etc. Team work, creativity and self-management skills. Problem solving to all Mechanical plant.

**DUTIES** : Regular checks and visual inspections to air handling units, kitchen and mortuary cooling units, autoclaves, calorifier pressure vessels, gas banks/gas manifolds, oxygen generation plant, laundry and kitchen equipment, Repairs to any broken and condemnation of equipment, Testing of oxygen plant, and changing and record keeping of oxygen gas cylinders, Keep and monitor service intervals of all plants and equipment, Maintain and keep service record for future references.

**ENQUIRIES APPLICATIONS** : Mr. A. Kruger Tel No: (035) 474 8407/8/9  
: All applications should be forwarded to: Catherine Booth Hospital, Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

**NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from

the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male

- CLOSING DATE** : 08 September 2023
- POST 30/201** : **OCCUPATIONAL THERAPY ASSISTANT REF NO: BETH 34/2023**
- SALARY** : Grade 1: R196 536 per annum, (all-inclusive package)  
Grade 2: R228 900 per annum, (all-inclusive package)  
13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : **Grade 1:** Grade 12 / National senior Certificate. Appropriate qualification that allows registration with HPCSA as an occupational therapist assistant. Current registration with HPCSA as an occupational therapist assistant. **Grade 2:** Grade 12 / National senior Certificate. Appropriate qualification that allows registration with HPCSA as an occupational therapist assistant. A minimum of 10 years' experience after registration as an occupational therapist assistant with HPCSA. Current registration with HPCSA as an occupational therapist assistant. Knowledge, Skills Training and Competencies Required: Good interpersonal skills. Report writing skill. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to resolve problems and apply analytical processes to patient care.
- DUTIES** : Assist in ensuring high quality rehabilitation service. Assist in preparing reports and monthly statistics as required by the service. Ensure all basic and necessary equipment and material needed for the department to run are ordered as per department needs. Attend all clinics as per departmental roster. Ensure proper implantation of treatment protocol and guidelines. Assist in drafting departmental policies and protocols and also presenting it to the policy committee. Assist in providing effective, comprehensive assessment, treatment and general Occupational Therapy service to all patients.
- ENQUIRIES** : Dr T.C Ngwenya Tel No: (035) 595 3106
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
- CLOSING DATE** : 08 September 2023

<b><u>POST 30/202</u></b>	:	<b><u>ENROLLED NURSING ASSISTANT REF NO: OTH CHC 28/2023 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R157 761 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre (Jozini Clinic and Makhathini Clinic)
	:	Senior Certificate / STD 10/ Grade12. Certificate of enrolment with South African Nursing Council as Nursing Assistant. Current registration with SANC as Nursing Assistant (2023). Knowledge, Skills, Training and Competencies Required: SANC rules and regulations and nursing procedures. Code of conduct. Good interpersonal relationships. Good communication skills. Prevention of cross infection. Knowledge of Batho Pele principles.
<b><u>DUTIES</u></b>	:	Execute duties and function within the scope of practice and under the supervision of a Professional Nurse and Enrolled Nurses. Provide elementary assistance to medical and nursing professions. Provide health promotion through health education. Maintain accurate patient's records. Maintain client satisfaction through quality service, innovation and nursing care. Contribute to expenditure control. Provide a safe environment to patients, visitors and staff. Adhere to infection control for speedy recovery of patients. Provide nursing care in a manner that promotes quality productivity.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. C.K Zulu Tel No: (035) 572 9002
	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag 12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>POST 30/203</u></b>	:	<b><u>SESSIONAL MEDICAL SPECIALIST: ICU REF NO: HRM 66/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R585.00 per hourly session
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital complex
<b><u>REQUIREMENTS</u></b>	:	0-5 year's experience. MBCHB or equivalent Plus Specialist registration in ICU Plus current registration with HPCSA as a Medical Specialist (2023) Recommendations: Computer Literacy, Subspecialty registration in Critical Care will be an added advantage Knowledge, Skills, Training and Competencies Required: Sound knowledge of critical care, Ability to perform under stress, Good medical and ethical skills.
<b><u>DUTIES</u></b>	:	Provide consultant cover in ICU during weekdays or weekends as agreed with the Head of Department, Provide consultant supervision after hours.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. D. Singh Tel No: (031) 360 3314/7
	:	All applications can either be submitted via email to <a href="mailto:twiggy.garib@kznhealth.gov.za">twiggy.garib@kznhealth.gov.za</a> or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin building.
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary Plus Proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC

(Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

**CLOSING DATE**

:

08 September 2023

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

- CLOSING DATE** : 08 September 2023
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Please Note: Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.
- ERRATUM:** Kindly note that the post was posted in the Public Service Vacancy Circular 25 of 2023 dated 21 July 2023, Operational Manager (PN-B3) Advanced Midwifery and Neonatal Nursing Science (Ante Natal Ward and Labour Ward (Witbank Hospital: Nkangala District), with Ref. No: MPDoH/July/23/450, the posts were posted in the Public Service Vacancy Circular 28 of 2023 dated 11 August 2023, the posts of Deputy Director: Internal Communication (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/Aug/23 and the post of an Operational Manager (PN-B3) Advanced Midwifery and Neonatal Nursing Science (Ante Natal Ward and Labour Ward (Witbank Hospital: Nkangala District), with Ref. No.: MPDoH/Aug/23/, the post of an Assistant Director: Health Promotion (Nkangala District Office, Emalahleni (Witbank), with Ref No: MPDoH/Aug/23, these posts has been withdrawn.



## MANAGEMENT ECHELON

<b><u>POST 30/204</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER: DDG REF NO: MPDOH/AUG/23/596</u></b> (Re-advertisement)
<b><u>SALARY</u></b>	:	R1 663 581 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Postgraduate qualification (NQF Level 8) as recognized by SAQA in Finance, Financial Accounting / Financial Management. A postgraduate qualification, Chartered Accountant (South Africa) qualification coupled with extensive Public Sector Financial Management experience will serve as an added advantage. Eight (8) years' experience as Senior Management in an accounting environment. Expertise knowledge of the Basic Accounting Systems, PERSAL, Medium Term Expenditure Framework and Budget process, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes. Extensive experience in the application of Strategic management, Business planning and design, Performance measurement, Financial accounting (including principles of GRAP/MCS), Management accounting, Cost Accounting, Internal control, Internal and external audit, Information systems and Supply Chain Management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's licence.
<b><u>DUTIES</u></b>	:	Supporting the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Manage the financial, supply chain management and Information Technology functions of the Department. Specific focus areas will include the following: Establishing sound financial management in the Department. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies to ensure effective and efficient management of resources. Ensuring an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective. Ensuring the effective, efficient, economical and transparent use of the resources of the Department. Taking effective and appropriate steps to collect all money due to the Department, prevent unauthorized, irregular and fruitless and wasteful expenditure. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. Settling all contractual obligations and paying all money owing, including intergovernmental claims, within the prescribed or agreed period. Ensuring compliance by the Department to the provisions of the PFMA. Ensuring that expenditure of the Department is in accordance with the budget vote and the main divisions within the vote. Ensuring that full and proper records of the financial affairs of the Department are kept (including preparation of financial statements for each financial year). Preparing management accounting reports for the preparation of periodic non-financial performance reports, e.g. financial reports, quarterly reports etc. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advising the Accounting Officer pertaining to matters that have strategic and financial implications Coordinating Medium Term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE) liaising with the relevant role-players in the financial environment regarding transversal financial matters. Oversee the information technology function of the department and to ensure the establishment of sound information management systems. Align the department's information management system and information technology (enabler) strategy with the strategic direction, management plans and the business processes of the Department.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

#### **OTHER POSTS**

**POST 30/205** : **MEDICAL OFFICER GRADE 1-3: ICU REF NO: MPDOH/AUG/23/597**

**SALARY** : R906 540 - R1 491 627 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Ermelo Hospital (Gert Sibande District)  
**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/206** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (REPLACEMENT) REF NO: MPDOH/AUG/23/598**

**SALARY** : R990 066 - R1 145 748 per annum, (Depending of years of experience in terms of OSD).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bethal Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2023). Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOP's, policies and health systems. Innovative in the improvement of pharmaceutical care services. Plan and organize own work of subordinates to allow smooth flow of pharmaceutical services. Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 30/207</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND PUBLICATIONS</u></b> <b><u>REF NO: MPDOH/AUG/23/599</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 or equivalent plus an undergraduate qualification (NQF Level 7) in Communication / Public Management as recognized by SAQA with at least 3-5 years' experience in Internal Communication and Publications of which three (3) must be at supervisory / management level (ASD) in administration management. Knowledge of government procurement systems, the Constitution, Public Finance Management Act, Treasury Regulations and PPPFA. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, legal research and drafting skills, problem solving and dispute resolution skills, communication skills (written and verbal), computer literacy and report writing skills. Ability to work under pressure. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop and implement internal communication publication strategies. Produce information products and disseminate information of health products and outcomes. Gather information and coordinate the drafting of articles for publication. Provide photographic and visual services. Manage the corporate image of the Department by amongst others, providing technical advice regarding production of publications and promotional materials. Liaise with suppliers regarding production of publications and promotional materials. Manage internal communication activities. Manage the compilation and production of the Departmental newsletter. Maintain web site information. Manage staff within the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 30/208</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE (LABOUR WARD) REF NO: MPDOH/AUG/23/600</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government

Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Advanced Midwifery and Neonatal Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Monitor implementation of Maternal Health care guideline and ESMOE. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the Night supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implement ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/209** : **OPERATIONAL MANAGER NURSING (PN-B3): ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE (ANTE NATAL WARD) REF NO: MPDOH/AUG/23/601**  
(Re-advertisement)

**SALARY** : R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Witbank Hospital (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Advanced Midwifery and Neonatal Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Monitor implementation of Maternal Health care guideline and ESMOE. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts,

Weekends, public holidays and relieve the Night supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implement ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/210** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENT) REF NO: MPDOH/AUG/23/603 (X2 POSTS)**

**SALARY** : R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Gottenburg Clinic and Msogwaba Clinic (Ehlanzeni District)  
: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023 plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

**DUTIES** : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/211** : **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC REF NO: MPDOH/AUG/23/604**

**SALARY** : R627 474 – R724 278 per annum, (Depending of years of experience in terms of SD).

**CENTRE REQUIREMENTS** : Ermelo Hospital (Gert Sibande District)  
: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post

basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Paediatric Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.

- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Paediatric Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 30/212** : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDOH/AUG/23/605**
- SALARY** : R578 367 – R639 744 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Provincial Office, Mbombela (Nelspruit)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (2023). A minimum of three (3) appropriate experience in the relevant profession after registration with the (HPCSA) as independent practice of which five (5) years must be appropriate experience in supervisory / management level. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Environmental Health Services related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid driver's licence.
- DUTIES** : Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to the sub-districts and municipalities on existing and newly promulgated legislation and norms and standards. Ensure the implementation of Chapter 3 of the National Environmental Management Act, 1988 (Act 108 of 1998), Assist in the development and compilation of Environmental Management Plan for the National Department of Health and ensure annual compliance reporting in compliance to NEMA 1998. Facilitate the implementation of health impact assessment of the development in South Africa. Ensure the integration of health impact assessment within environmental impact assessment processes

in the country. Coordinate and support the implementation of water quality monitoring and sanitation programmes by the sub-districts and municipalities. Capacitate Environmental Health Practitioners in the sub-districts and municipalities on norms and standards for health water quality monitoring for protection of public health. Coordinate the implementation of hygiene promotion programmes in the country towards the implementation of sustainable development goals. Build capacity of community health workers, health promoters and environmental health workers on hygiene behaviour change promotion. Execute any related activities as directed by the immediate supervisory / management level.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/213** : **ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: MPDOH/AUG/23/606**  
(Re-Advertisement)

**SALARY** : R527 298 per annum, (plus service benefits)  
**CENTRE** : Nkangala District Office, Emalahleni (Witbank)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus appropriate three year Diploma / Degree (NQF Level 6/7) or Post Basic Diploma in Public Health with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Understanding of the culture of people of Mpumalanga. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Analytical skills. A valid driver's licence.

**DUTIES** : Develop an integrated Health Promotion strategy that empowers community to improve control over their health. Implement Community based healthy lifestyle interventions to combat communicable and non-communicable disease. Implement and monitor the Health promoting School, early learning centres and Crèche Initiative in collaboration with the school health teams. Implement and monitor the Household Community Component of IMCI. Outbreak Response enablement and health & hygiene interventions. Establish and maintain a Resource centre. Work with the Private sector and organised labour to promote healthy lifestyle practices in the workplace. Advocate for health promotion programmes in institutions of higher education.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/214** : **OPERATIONAL MANAGER (PN-A5): GENERAL WARD (REPLACEMENT) REF NO: MPDOH/AUG/23/607**

**SALARY** : R497 193 - R559 686 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Impungwe Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

**DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in General Ward. Develop / establish and maintain

constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 30/215** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENTS) REF NO: MPDOH/AUG/23/609 (X2 POSTS)**
- SALARY** : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Amajuba Memorial Hospital (Gert Sibande District) and Rob Ferreira Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in-Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)



**POST 30/216** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY (REPLACEMENTS) REF NO: MPDOH/AUG/23/611 (X2 POSTS)**

**SALARY** : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Evander Hospital and Embhuleni Hospital (Gert Sibande District)  
Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/217** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (REPLACEMENTS) REF NO: MPDOH/AUG/23/613 (X2 POSTS)**

**SALARY** : R431 265 – R497 193 per. annum (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Mthimba Clinic and Nkwalini Clinic (Ehlanzeni District)  
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols.

Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/218** : **ASSISTANT DIRECTOR: FINANCE (REPLACEMENT) REF NO: MPDOH/AUG/23/614**

**SALARY** : R424 104 per annum, (plus service benefits)

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

**DUTIES** : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/219** : **DENTAL THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/AUG/23/620**

**SALARY** : R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Piet Retief Hospital (Gert Sibande District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Current registration with the HPCSA as Dental Therapist.

Grade 1: No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.

**DUTIES** : Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Scale and polish teeth. Carry out clinical examinations. Treat and restore deciduous teeth known as pupil therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology. Remove plaque and other coatings. Advise children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Records accurately patient's dental history and dental treatment plan.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/220** : **CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES (REPLACEMENT) REF NO: MPDOH/AUG/23/615**

**SALARY** : R294 321 per annum, (plus service benefits)  
**CENTRE** : Ermelo Hospital (Gert Sibande District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma (N6/7) / Degree in Public Administration / Management or equivalent qualification. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).

**DUTIES** : Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance to National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measure are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 30/221** : **PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/AUG/23/618 (X3 POSTS)**

**SALARY** : R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Marapyane CHC and Impungwe Hospital (2) (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General

		Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 30/222</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1-2 (PN-A2): SCHOOL HEALTH REF NO: MPDOH/AUG/23/619</u></b>
<b><u>SALARY</u></b>	:	R293 670 – R409 275 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Nkomazi Sub-district (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023). Grade 1: A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the school health Services and other prescripts.
<b><u>DUTIES</u></b>	:	Visiting of all schools in jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parent's meetings to raise awareness about Health Promotion in Schools.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 30/223</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A: PLUMBER REF NO: MPDOH/AUG/23/621</u></b>
<b><u>SALARY</u></b>	:	R220 533 – R244 737 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Standerton Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. Must have

basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write) Ability to work under pressure Must be willing to work in adverse weather conditions In physical sound and healthy condition Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

**DUTIES** : Responsible to monitor reservoir levels and sewer pumps Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings. Installation and maintenance of sewer connections and new mains. Responsible for materials and stores requisitions. Recordkeeping of daily work. Responsible for on-site Occupational Health & Safety. Responsible for Municipal assets and equipment. Responsible for supervision of staff.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebezile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS NOTE** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)  
: All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidate in that category can be identified.

**POST 30/224** : **ARTISAN (PRODUCTION) GRADE A: CARPENTER REF NO: MPDOH/AUG/23/622**

**SALARY** : R220 533 – R244 737 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENT** : Standerton Hospital (Gert Sibande District)  
: Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Carpentry. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write) Ability to work under pressure Must be willing to work in adverse weather conditions In physical sound and healthy condition Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

**DUTIES** : They should also assist the supervisors when planning the structures, designing them, and installing layouts. The carpenter should conduct repair work as and when required. They should also install windows, doors, drywall, stairs, cabinets, and various other fixtures when required. The carpenter can also assess the proper quality of materials and woodworks. They are also capable enough to operate different tools, equipment, and machines. Carpenters should also maintain compliance with safety and health regulations and the local building codes. Provide outstanding customer service and be very warm with the customers. Have great stamina to stand for prolonged hours, lift heavy objects, climb, and pull.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebezile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS NOTE** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)  
: All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidates in that category can be identified.

**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building, Mmabatho or can be emailed to: [recruitment2@nwpg.gov.za](mailto:recruitment2@nwpg.gov.za) (Applications must have reached the Office by 16h00 pm on the closing date, otherwise they will not be considered).
- CLOSING DATE** : 15 September 2023
- NOTE** : General Instructions: The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department/s through the filling of this post. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. 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. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Please note: Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

**MANAGEMENT ECHELON**

- POST 30/225** : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: NWP/OOP/2023/65**  
Chief Directorate: Office of the HOD
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package consisting of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.r.o the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package
- CENTRE REQUIREMENTS** : Provincial Office (Mmabatho)  
: An appropriate Bachelor's degree (NQF level 7) plus a Postgraduate qualification (NQF Level 8) as recognised by SAQA. A minimum of eight (8) years' experience at senior managerial level of which at least three (3) years must be with an organ of state. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for short listing and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Core Management Competencies: Strategic capability and leadership skills. Client orientation and customer focus. Financial management. People management and empowerment. Communication. Project and programme management. Change management. Knowledge management and service delivery. Client

orientation and customer focus. Problem solving and analysis. Knowledge of MS Word, MS Excel and MS PowerPoint.

**DUTIES**

: Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the Department, including serving as an Accounting Officer of the Department. Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

**ENQUIRIES**

: Dr F Ngqobe Tel No: (018) 388 2043/1668

**NOTE**

: The successful candidate must enter into a performance agreement and sign employee contract.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT EDUCATION (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 15 September 2023
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 30/226** : **DEPUTY DIRECTOR: PEOPLE EMPOWERMENT SERVICES REF NO: 214**  
Directorate: Strategic People Management
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : 3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. 3-Years relevant experience. A valid (Code B or higher) drivers' licence. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration Other, Managerial skills, Leadership skills, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving Decision. Making, Facilitation and Presentation skills, Conflict resolution, Organizing.
- DUTIES** : Plan, organise, control and manage the development of the Workplace Skills Plan (WSP). Plan, organise, control, implement and coordinate HRD functions (Bursaries, Inductions, and Internships). Plan, organise, control, implement and coordinate all Leadership and Development Interventions. Manage and coordinate all people empowerment related programmes for the department. Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Financial Management.
- ENQUIRIES** : Mr M Cronje: Tel No: (021) 467 2080
- POST 30/227** : **DEPUTY DIRECTOR: PERFORMANCE AND ETHICS ADMINISTRATION REF NO: 226**  
Directorate: Strategic People Management
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS



<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town
	:	3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. 3 - Years relevant experience. A valid (Code B or higher) drivers' licence. Knowledge of people management and ethics administration related process. Knowledge of people management and ethics administration related systems. Knowledge of related prescripts. Knowledge of performance management systems. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration Managerial skills, Leadership skills, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organizing.
<b><u>DUTIES</u></b>	:	Plan, organise, control and manage the development, monitoring, moderation and evaluation of public service employees (SL 1-12) performance management systems. Manage the compilation process of performance agreements (PAs) (Public Service Act). Oversee probation processes (SL 1-12 and educators) and administer grade/pay progressions (educators and public service employees). Manage compliance with the administration and reporting on the Ethics Framework (E-Disclosures, Remunerative Work Outside of Public Service (RWOPS)). Oversee the performance management systems (PERMIS). Manage the HR of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.
<b><u>ENQUIRIES</u></b>	:	Mr M Cronje Tel No: (021) 467 2080
<b><u>POST 30/228</u></b>	:	<b><u>CONTROL WORKS INSPECTOR REF NO: 235</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum (Level 10)
	:	Head Office, Cape Town
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. 6 Years' experience post qualification experience. A valid (Code B or higher) drivers' licence Computer literate. Additional Requirements: An approximately 6 (six) month orientation period shall precede Works Inspectors relocating to their respective Education District Office (EDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Six years post qualification and relevant experience working on a construction site for a major Contractor, Government Dept or Municipality and dealing with Programme, Quality, Budget and Time Management would be preferential. Experience in managing stakeholders on various levels from inception through to completion of projects. Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Skills: Must have strong verbal and written communication skills and experience to support this. Must have strong report writing skills. Must be comfortable operating independently and in a team environment.
<b><u>DUTIES</u></b>	:	Manage District inputs for infrastructure planning. Manage implementation of all building projects in Districts. Undertaking and compiling Condition Assessments of school facilities including NEIMS (National Education Infrastructure Management System) assessments. Manage School Maintenance and disaster management plans. Manage people and finances.
<b><u>ENQUIRIES</u></b>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 30/229</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROPERTY MANAGEMENT: LEASES REF NO: 211</u></b> Directorate: Physical Resource Planning and Property Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09)
	:	Head Office, Cape Town
	:	Qualifications and Experience, Diploma in Real Estate or related Property Management fields. A valid (Code B or higher) drivers' licence. Computer

literate. Three years relevant experience. Knowledge: South African Schools Act of 1996. Government Immovable Asset Management Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Skills: Understand how to apply the Provincial Infrastructure Delivery Management System. Understand the Education service delivery platform, -indicators & service plan and how that links with infrastructure Understand how to undertake a risk analysis and undertake a risk mitigation strategy. Understand legal contract imperatives related to negotiations and signing of lease contracts Understand how to interpret functional and technical norms/standards in terms of leases and drafting of technical scope for leases. Understand how to prepare reports, submissions and presentations. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities.

**DUTIES** : Implement land affairs matters and update Immovable Asset Register: Make inputs to the acquisitions and disposals of immovable assets [land and buildings] for facilities in close consultation with Public Works. Implement actions to keep sites clean and prevent any illegal occupation of sites. Accommodation, Municipal Accounts and Expenditure: 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: 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. People management: Undertake human resources and other related administrative functions.

**ENQUIRIES** : Mr G Coetzee Tel No: (021) 467 9261

**POST 30/230** : **ASSISTANT DIRECTOR: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 208**  
Directorate: Institutional Resource Support (In Lib Serv)

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Head Office, Cape Town  
: A recognised 3-year qualification (Degree or National Diploma); a minimum of 3 years supervisory experience in a supply chain management environment; a valid (Code B or higher) drivers' licence. Computer literacy in MS Word, Excel, Access and Outlook (or similar email tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills; strategic planning; presentation skills.

**DUTIES** : Assist with development of Learner Teacher Support Material (LTSM) policies and procedures. Assist with developing operational and process plans relating to LTSM. Interpret, implement and ensure compliance with legislated Department of Basic Education (DBE), Supply Chain Management (SCM), Public Finance Management Act (PFMA) and LOGIS regulations, processes and documents. Implement, monitor and evaluate work processes and registers of teams. Provide development, guidance and training in LOGIS processes. Vice-Chairperson of LTSM Quotation Committee. Develop and implement a strategic sourcing strategy for LTSM goods and services. Determine specifications for sourcing of LTSM goods and services. Facilitate the contracting of the sourcing strategy for LTSM goods and services. Facilitate and report on the procurement and delivery of LTSM to schools and Directorates. Monitor commitments and budgets of LTSM. Authorising payments and orders. Reporting of SCM processes, LTSM activities and budgets. Respond to audit enquiries. Provide inputs for AFS. Supervision of officials.

**ENQUIRIES** : Mr P Swart Tel No: (021) 467 2025

**POST 30/231** : **ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO: 213 (X2 POSTS)**  
Directorate: Business Strategy & Stakeholder Management

**SALARY** : R424 104 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town
	:	Relevant Degree or National Diploma (NQF 6). At least 3 year's relevant experience in project management. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.
<b><u>DUTIES</u></b>	:	Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.
<b><u>ENQUIRIES</u></b>	:	Ms W Conrad Tel No: (021) 467 2053
<b><u>POST 30/232</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSURANCE REF NO: 210</u></b> Directorate: Internal Control
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing. Five years of relevant work experience in an accounting/internal control/auditing/procurement and governance environment. A valid (Code B or higher) drivers' licence. Knowledge: Knowledge of Policy Development. Knowledge of Budgeting processes. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting and internal control management. Knowledge of risk management. Knowledge of Human Resource Management. Extensive knowledge of Compliance, Supply Chain Management and Financial management including the legislative framework that governs it on financial and non-financial issues. Skills: The ability to interpret and apply financial policies, procedures, and precripts. Excellent presentation and report writing skills. Outstanding planning, organisational and people management skills. Computer literacy (including MS Word & MS Excel). Interpersonal relations; communication; formulation and evaluation skills, ability to handle conflict management; the ability to lead and direct teams, project management; research; problem solving and analytical thinking.
<b><u>DUTIES</u></b>	:	Render an Assurance Service: Monitoring of compliance with regulatory framework: Conduct regular reviews at Departmental Components/Districts in accordance with a pre-determined program to detect matters of non-compliance. Submit reports on the review finding to relevant managers, including the root causes for non-compliance. Monitor whether identified non-compliance is being addressed by the relevant components. Provide assistance with the development of corrective action plans for the relevant component, where necessary. Monitor implementation of corrective action plans. Co-ordinate financial/non-financial responses for the department in respect on external audits. Maintain financial information and knowledge management. Perform a post compliance function, particularly on financial documentation. Co-ordinate financial/non-financial responses for the department in respect on internal/ external audits including complete follow ups, liaise with management on audit matters. Maintain financial information and knowledge management by maintaining and updating a shared drive (on

the network) of all issued departmental/financial instructions and standard operating procedures. Prepare presentations and present at senior management meetings relating to audit related matters. Ensure proper governance: Develop policies, procedures and processes pertaining to internal control. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends. Perform managerial and supervisory tasks: The management of staff, including training and development, leave management, performance management, and attendance management.

- ENQUIRIES** : Ms W Salie Tel No: (021) 467 2680
- POST 30/233** : **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 228**  
Directorate: Strategic People Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Head Office, Cape Town  
: At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3 years' relevant experience in a human resources or people management environment. A valid (Code B or higher) drivers' licence. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint)
- DUTIES** : Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services. Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems.
- ENQUIRIES** : Ms T Florence Tel No: (021) 467 2169
- POST 30/234** : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 232**  
District Office: Metro Central Education District Office
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Maitland  
: A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Knowledge: Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE Accounting Officers System treasury instructions delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills.
- DUTIES** : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.
- ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

- POST 30/235** : **E-LEARNING PROJECTS FACILITATOR REF NO: 224**  
District Office: Westcoast Education District Office
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Paarl  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid (Code B or higher) drivers' licence. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
- DUTIES** : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the eLearning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.
- ENQUIRIES** : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

**DEPARTMENT OF HEALTH AND WELLNESS**

***In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.***

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.  
**ERRATUM:** Kindly note that the Minimum educational requirements and the closing date for the post of 27/391: Deputy Director: HR (People Management Compliance and Training), Directorate: People Strategy, Head Office, Cape Town, Based at Bellville Health Park, advertised in the Public Service Vacancy 27 dated 04 August 2023 with Ref No: Post 27/391, the minimum educational requirements have been amended to an appropriate National Diploma/ Degree (NQF 6) and Kindly note that the Minimum educational requirements and the closing date for the post of 27/389: Deputy Director: Organisation Dynamics and Remuneration, Directorate: People Strategy, Head Office, Cape Town, advertised in the Public Service Vacancy 27 dated 04 August 2023 with reference number: Post 27/389, the minimum educational requirements have

been amended to An appropriate National Diploma/ Degree (NQF 6) and closing date extended as follows Closing Date: 8 September 2023.

#### **MANAGEMENT ECHELON**

- POST 30/236** : **DIRECTOR: DISTRICT HEALTH SERVICES (RURAL HEALTH SERVICES)**  
Chief Directorate: Rural Health Services
- SALARY** : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Overberg District (Stationed in Caledon)  
: Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 6 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/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems (District Health Services). Knowledge of financial and people management policies applicable to the public service. Proven experience in the provision and management of health services.
- DUTIES** : Manage the implementation of the full package of health services (inclusive of district hospital, primary health care, home and community-based services and Specialized Hospitals) within the relevant district, in line with Departmental policies. Ensure the implementation of health service priorities within the district. Ensure quality management in the relevant District to improve patient experience and a safe working environment in line with the relevant prescripts. Manage the corporate services of the district. This includes Finance, Supply Chain, Support Services and People Management. Co-ordinate the rendering of professional support services (including information management) within the district. Collaborate with key stakeholders within the district, such as other government departments, community structures, non-profit organisations (NPOs), local government, and private sector to promote WOSA principles.
- ENQUIRIES APPLICATIONS** : Dr L Phillips Tel No: (044) 695-0047  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023

#### **OTHER POSTS**

- POST 30/237** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (INTERNAL MEDICINE AND ONCOLOGY)**  
Chief Directorate: Rural Health Services
- SALARY** : R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : George Regional Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as a Specialist in Internal Medicine. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid Code B drivers' licence. Good communication skills in at least two of the three official languages of the Western Cape, as well as computer literacy. Be able to work commuted overtime in the Internal Medicine Department. Competencies (knowledge/skills): 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, as well as focus on sub-speciality requirements. Financial and Resource Management. Additional experience in Management or Supervision will be an added advantage.

- DUTIES** : Manage overall performance of a 24/7 Internal Medicine service, including being part of the after-hours call roster and the outreach program of the department. Manage overall performance of the Oncology division of Groote Schuur Hospital at George Hospital. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District. Represent George Hospital at Provincial and local Pharmacy and Therapeutics Committees. Corporate governance of the Internal Medicine Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in the Internal Medicine Department.
- ENQUIRIES** : Dr T Koen Tel No: (044) 802-4535
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023

#### **OTHER POSTS**

- POST 30/238** : **ASSISTANT MANAGER: MEDICAL PHYSICS**
- SALARY** : R1 018 047 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as a Medical Physicist. Registration with professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Experience: At least 3 years' appropriate experience after registration as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist with specific focus on Nuclear Medicine and Radiology, as well as knowledge of the statutory regulations regarding the medical use of ionizing radiation. Thorough understanding of the physics of nuclear medicine, diagnostic radiology and radiotherapy equipment, including computers and software, and radioisotopes. Good communication and interpersonal relationship skills, with the potential to develop management skills. Teaching, training, research and development skills.
- DUTIES** : Responsible for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics at Groote Schuur Hospital in the Departments of Nuclear Medicine and Radiology, with support to Radiation Oncology; as well as to the Imaging Department at Red Cross War Memorial Children's Hospital. Coordinate and supply physics support and active participation in the routine execution of clinically related medical physics tasks in the Nuclear Medicine and Radiology Department, with support to Radiation Oncology as required. Active participation and assistance with the management of the Medical Physics teaching and training programme, with reference to formal and informal lecturing, and experiential training for medical physics interns. Active participation and assistance with the management of the research and development programme of the Medical Physics Division. Assistance with the management of staff, management of Medical Physics internship programme, departmental administration, and equipment planning, including equipment specifications and tender preparation, and commissioning. Assistance in the Quality Control and audit of Medical Physics functions related to radiation safety, incident management, equipment quality management and licensing.
- ENQUIRIES** : Ms N Joubert Tel No: (021) 404-6240/6266. Email: [nanette.joubert@uct.co.za](mailto:nanette.joubert@uct.co.za)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023

**POST 30/239** : **PHARMACY SUPERVISOR: GRADE 1**

**SALARY** : R906 540 per annum, A portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Inherent requirement of the job: Ability to cope with pressure and maintain a high standard of professionalism. Experience with hospital pharmacy processes. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Computer literacy. Ability to communicate fluently in two of the three official languages of the western cape.

**DUTIES** : Manage and supervise the workflow in an area within the Pharmacy department. -Management and training of staff including the completion of performance appraisals. Monitor and facilitate effective Medicine Supply Management in the Pharmacy department. Manage resources within the Pharmacy department including equipment. Participate in Continuous Quality Improvement Initiatives. Pharmacist duties in line with the Pharmacist's scope of Practice.

**ENQUIRIES** : Ms V Naicker Tel No: (021) 404-3216

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

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

**CLOSING DATE** : 15 September 2023

**POST 30/240** : **PHARMACY SUPERVISOR: GRADE 1**  
Cape Winelands Health District

**SALARY** : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Worcester Community Day Clinic (Breede Valley Sub-district)

**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirements of the job: Valid Code (B/EB) drivers' license and willingness to travel in the subdistrict. Willingness to work overtime when and if required. Language proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws.

**DUTIES** : Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational drug use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.

**ENQUIRIES** : Ms A Theron Tel No: (023) 348-8115

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

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

**CLOSING DATE** : 15 September 2023



- POST 30/241** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (DISPUTE RESOLUTIONS AND LITIGATION)**  
 Directorate: Employee Relations (Stationed on the premises of Stikland Hospital)
- SALARY** : R811 560 per annum, (A portion of the package can be structured according to the individual.)
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
 : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Law (LLB) or appropriate three-year qualification in Labour Law. Experience: Appropriate experience in dealing with labour disputes (conciliation and arbitration) and labour court litigations. Appropriate managerial experience Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Labour Legislation and all other legislation relevant to the Health Sector. Knowledge, experience, and skills wrt dispute resolution of the relevant Bargaining Council and CCMA. Knowledge, experience, and skills wrt Labour Court procedures and practices. Ability to work under pressure.
- DUTIES** : Providing formal legal advice and guidance pertaining to Labour disputes and Litigation matters. Researching, analyzing, and evaluating applicable Labour Legislation and case law. Drafting and presenting advice to management of decisions based on case law and investigation outcomes. Managing labour disputes and labour court litigation matters instituted against the Department. Ensure uniform action and conduct for all institutions in the Department in respect of labour relations matters. Provide Training in labour disputes and labour court matters. Attend and participate in Labour Relations Officers Form, LR Liaison Officers meeting and other forums as requested. Management of Staff within the sub-directorate: Disputes and Litigation.
- ENQUIRIES APPLICATIONS** : Adv W Small Tel No: (021) 831-5852  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who previously applied don't need to re-apply.
- CLOSING DATE** : 08 September 2023
- POST 30/242** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**  
 Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R687 879 per annum  
 Grade B: R783 693 per annum  
 Grade C: R881 121 per annum  
 (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
 : Minimum educational qualification: Degree in Quantity Surveying and/or equivalent qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with SACQSP. Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of

1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

**DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information. management options for the Department including interaction with relevant professional development boards/councils.

**ENQUIRIES** : Ms L Spieringshoek Martins, email: Lynn.Spieringshoek@westerncape.gov.za  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 September 2023

**POST 30/243** : **COUNSELLOR: GRADE 1 TO 3 (X8 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R645 129 per annum  
Grade 2: R734 811 per annum  
Grade 3: R829 668 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Northern/Tygerberg Sub-structure (X2 Posts)  
Southern/Western Sub-structure (X2 Posts)  
Klipfontein/Mitchell's Plain Sub-structure (X2 Posts)  
Khayelitsha/Eastern Sub-structure (X2 Posts)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Adaptable and innovative in a high-pressured environment. Competencies' (knowledge/skills): Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges, know when to refer for more specialized mental health interventions. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Knowledge and experience in providing mentoring and supervision of other lay health workers. Knowledge and application of regulations, policies, and procedures relevant to health programs. Able to work independently and in a team; ability to work in a diverse, multi-cultural and inclusive environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).

**DUTIES** : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers.

**ENQUIRIES** : Enquiries: Northern/Tygerberg Sub-structure: Mr A Patientia Tel No: (021) 815 8894/ [alfonso.patientia@westerncape.gov.za](mailto:alfonso.patientia@westerncape.gov.za)  
Southern/Western Sub-structure: Ms L Appolis Tel No: (021) 202-0933/ [louise.appolis@westerncape.gov.za](mailto:louise.appolis@westerncape.gov.za)  
Klipfontein/Mitchell's Plain Sub-structure: Ms NF Bell-Mandla Tel No: (021) 370-5000/ [nomtha.bell-mandla@westerncape.gov.za](mailto:nomtha.bell-mandla@westerncape.gov.za)  
Khayelitsha/Eastern Sub-structure: Ms N Peton Tel No: (021) 360-4633/ [Neshaan.Peton@westerncape.gov.za](mailto:Neshaan.Peton@westerncape.gov.za)

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 15 September 2023

**POST 30/244** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE COMPLEX AND CSSD)**  
Chief Directorate: Metro Health Services

**SALARY** : R627 474 per annum  
**CENTRE** : Mowbray Maternity Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Basic qualification (i.e. diploma/degree) or equivalent that allows registration with the South African Nursing Council as Professional Nurse. Post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year accredited with the SANC in the relevant specialty. Registration with SANC as a Professional Nurse: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse. 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. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, and night duty when required. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution. Good organisational skills and the ability to function under pressure. Computer literacy.

**DUTIES** : Coordination and rendering of optimal, holistic and quality Obstetric Theatre Services within set standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development. Maintain and develop required standards of infection control. Exercise overall control of the Central Sterilisation Unit. Execute the duties of a surgical scrub sister to ensure a high standard of patient care.

**ENQUIRIES** : Ms M Holland Tel No: (021) 659-5550  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 15 September 2023

**POST 30/245** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD UROLOGY)**

**SALARY** : R497 193 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Tygerberg Hospital, Parow Valley : Minimum educational qualifications: Basic R425 qualification (i.e degree/diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<b><u>DUTIES</u></b>	: The candidate will be responsible for planning, managing, co-ordinating and monitoring an optimal quality Nursing Service as an Operational Manager in the surgical area. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the financial resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms F Baartman Tel No: (021) 938-4055 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE CLOSING DATE</u></b>	: No payment of any kind is required when applying for this post. : 15 September 2023
<b><u>POST 30/246</u></b>	<b><u>CHIEF ARTISAN: GRADE A (BUILDING MAINTENANCE)</u></b> Directorate: Engineering and Technical Services (Metro West Hub, Retreat)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: Grade A: R434 787 per annum : Head Office, Cape Town : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Ten years post-qualification experience as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience in a multi-discipline workshop (Building, Plumbing, Carpentry and Painting. Sound SCM and Finance experience. Inherent requirements of the Job: Will have to work overtime and standby should the need arise, day or night. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience.
<b><u>DUTIES</u></b>	: Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr S Reichert Tel No: (021) 830-3768 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE CLOSING DATE</u></b>	: No payment of any kind is required when applying for this post. : 15 September 2023
<b><u>POST 30/247</u></b>	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u></b> West Coast District
<b><u>SALARY</u></b>	: Grade 1: R431 265 (PN-B1) per annum : Grade 2: R528 696 (PN-B2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Diazville CDC : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A

post-basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to effectively communicate in at least two of the three official languages (English/Afrikaans/Xhosa) of the Western Cape and Computer literacy (MS Word, Excel). Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

**DUTIES** : Provide clinical services for severe and chronic mental illness within a professional/legal framework. Provide clinical advice and support to CNP's, MO's in managing non-severe Chronic Mental Illness/Diseases (CMD's). Effective management of human resources and assist with supervisory functions. Participate in training, research, mortality and morbidity meetings and clinical governance meetings. Management and completion of all administrative tasks related to clinical work. Implementation of prevention programmes for substance abuse in the sub-district.

**ENQUIRIES** : Ms N Mkhwela Tel No: (022) 709-5067  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

**CLOSING DATE** : 08 September 2023

**POST 30/248** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU))**  
 Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R431 265 (PN B1) per annum  
 Grade 2: R528 696 (PN B2) per annum

**CENTRE** : George Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/Critical Care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.

**DUTIES** : Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by

providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

**ENQUIRIES** : Ms LK De Goede Tel No: (044) 802-4352  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Critical Care Nursing: General with the South African Nursing Council.

**CLOSING DATE** : 15 September 2023

**POST 30/249** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
 West Coast District

**SALARY** : R359 517 per annum  
**CENTRE** : Vredenburg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' licence. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).

**DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

**ENQUIRIES** : Mr R van Staden Tel No: (022) 487-9208  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 September 2023

**POST 30/250** : **ADMINISTRATION OFFICER: SUPPORT SERVICES**  
 Overberg District

**SALARY** : R294 321 per annum  
**CENTRE** : Swellendam Hospital

- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) and competencies. Experience: Appropriate working experience within a support services environment and contract management. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, PowerPoint, Excel and emails). Knowledge of Human Resources, Supply Chain, Fleet Management, Waste Management, Maintenance policies and prescripts and Service Level Agreements. Good communication, interpersonal and organising skills, ability to manage and supervise multiple teams and ability to work under pressure.
- DUTIES** : Overall responsibility and effective management of the Support Services for both sub-districts (Transport Services and Fleet Management, Maintenance and Infrastructure, Housekeeping, Laundry Services, Food Services, Grounds, telecommunications). Overall responsibility and effective management of different contracts (i.e. Cleaning Services, Grounds, Security Services, Pest Control, and Waste Management Services). Management and supervision of personnel for different sections situated at both sub-districts (including performance management, applying disciplinary code, training and development, roster and duty planning). Support to supervisor, colleagues and management.
- ENQUIRIES** : Ms N Wege Tel No: (028) 514-8400
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023
- POST 30/251** : **ARTISAN PRODUCTION: GRADE A TO C (MECHANICAL)**  
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : Grade A: R220 533 per annum  
Grade B: R258 753 per annum  
Grade C: R299 361 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Ability to do welding work. Knowledge of repairs and maintenance of Autoclaves. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr DT Samuels Tel No: (021) 830-3772
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023
- POST 30/252** : **ADMINISTRATION CLERK: ADMISSIONS (PRIMARY HEALTH CARE)**  
Central Karoo District
- SALARY** : R202 233 per annum
- CENTRE** : Laingsburg Community Clinic
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration and reception. Appropriate practical experience of Health Information Systems. Inherent requirements of the job: Ability to communicate in two of the three official languages of the Western Cape. Good interpersonal relationships. Ability to manage the switchboard. Ability to function in a group and work under pressure. Competencies (knowledge/skills): Computer literacy in Microsoft

		Package (MS Windows, Word and Excel, Outlook). Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised.
<b><u>DUTIES</u></b>	:	Perform effective administrative role as a member of the Health Management Team. Record keeping, filing, and retrieving of folders, tracing of old folders, and compiling of new folders, destruction of folders. Maintenance of effective Registry functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing interprets and analyses data trends. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
<b><u>ENQUIRIES</u></b>	:	Ms E Johnson Tel No: (023) 814-2035
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>POST 30/253</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R202 233 per annum
<b><u>CENTRE</u></b>	:	Vanguard CHC (X1 Post) Lotus River CDC (X1 Post) DU Noon CHC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Good communication (verbal and written). Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms G Jones Tel No: (021) 703-3131 and Mr R Christoffels Tel No: (021) 200-4500
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 September 2023
<b><u>POST 30/254</u></b>	:	<b><u>TELKOM OPERATOR</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R171 537 per annum
<b><u>CENTRE</u></b>	:	Harry Comay Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Excellent telephone etiquette and listening skills. Computer literacy (MS Office: Word and Excel). The ability to operate Switchboard equipment effectively and efficiently. Knowledge of handling alarm systems.



**DUTIES** : Manage switchboard, answer telephonic queries and deliver messages. Effectively answer of all queries at the front Desk regarding Appointment System. Effective management of Patient flow, scan all patient appointment cards and assist with the PHCIS Waiting room Data. Provide relief for admission department, clerical and administrative support to the supervisor.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr MJF Marthinus Tel No: (044) 814-1100  
 : The Manager Eden District Office, Private Bag X6592, George, 6530.  
 : Ms S Pienaar  
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE** : 15 September 2023

**POST 30/255** : **TELKOM OPERATOR**  
 Garden Route District

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum  
 : Mossel Bay Hospital  
 : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Excellent telephone etiquette and listening skills. Computer literacy (MS Office: Word and Excel). The ability to operate Switchboard equipment effectively and efficiently. Knowledge of handling alarm systems.

**DUTIES** : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor telephone accounts and distribute monthly to departments. Report all faults and problems with switchboard. Maintain internal telephone directory. Provide relief for admission department, clerical and administrative support to the supervisor.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr B Caffoen Tel No: (044) 604-6114  
 : The Manager Eden District Office, Private Bag X6592, George, 6530.  
 : Ms S Pienaar  
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE** : 15 September 2023

**POST 30/256** : **LINEN STORES ASSISTANT (X2 POSTS)**  
 West Coast District

**SALARY CENTRE REQUIREMENTS** : R125 373 per annum  
 : Sonstraal Hospital  
 : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Must be physically fit. Must be able to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must be able to count accurately.

**DUTIES** : Handling of clean, soiled, infectious, infected, fouled linen. Sorting, washing, drying, preparing, folding, and ironing of linen. Mixing of chemicals used in the wash process according to instructions. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting of linen in all departments. Inspecting Laundry equipment to see if it is functioning correctly. Support to the Supervisor.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE** : Mr HL Siegelaar Tel No: (021) 815-8330  
 : To the Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
 : Mr D Pekeur  
 : No payment of any kind is required when applying for this post.  
 : 15 September 2023

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 11 September 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 30/257** : **CHIEF ENGINEER (ELECTRICAL) - GRADE A: ENERGY RESILIENCE - MUNICIPAL INFRASTRUCTURE REF NO: LG 36/2023**  
(Contract Position Until 31 March 2026)

**SALARY** : Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Electrical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of six years post qualification experience required as a Registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Compilation of contract documentation; Contract law and Contract adjudication; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Creating high performance culture; Engineering and professional judgement. Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contract documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.

**DUTIES** : Feasibility of Pilot renewable energy solutions in municipalities; Demand Side Energy Management; To inform the Western Cape municipalities of potential revenue impacts, it is critical to understand the future energy needs of large private sector electricity users in the province; Enable electricity wheeling on municipal grids in the province; Municipal IPP procurement; Making government (WCG / municipal) land available for utility scale energy project usage; Review municipal electricity master plans, Cost of Supply Studies (CoSS) for NERSA Approval, Mini-integrated Resource Plans (IRPs) ; Protecting energy infrastructure from vandalism and theft in the municipal space. Manage resources and provide input for resource utilisation; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to energy. Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr M Brand Tel No: (021) 483 2856

**POST 30/258** : **CHIEF ENGINEER (GRADE A): WATER RESILIENCE - MUNICIPAL REF NO: LG 41/2023**  
Infrastructure (contract position until 31 March 2026)

**SALARY** : Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed).

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Local Government, Western Cape Government : Electrical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of six years post qualification experience required as a Registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Compilation of contract documentation; Contract law and Contract adjudication; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Creating high performance culture; Engineering and professional judgement. Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contact documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.
<b><u>DUTIES</u></b>	: Feasibility of Pilot renewable energy solutions in municipalities; Demand Side Energy Management; To inform the Western Cape municipalities of potential revenue impacts, it is critical to understand the future energy needs of large private sector electricity users in the province; Enable electricity wheeling on municipal grids in the province; Municipal IPP procurement; Making government (WCG / municipal) land available for utility scale energy project usage; Review municipal electricity master plans, Cost of Supply Studies (CoSS) for NERSA Approval, Mini-integrated Resource Plans (IRPs) ; Protecting energy infrastructure from vandalism and theft in the municipal space. Manage resources and provide input for resource utilisation; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to energy. Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	: Mr M Brand Tel No:(021) 483 2856
<b><u>POST 30/259</u></b>	: <b><u>CONTROL ENGINEERING TECHNOLOGIST (ELECTRICAL) - GRADE A: ENERGY RESILIENCE - MUNICIPAL INFRASTRUCTURE REF NO: LG 37/2023</u></b> (X2 contract position until 31 March 2026)
<b><u>SALARY</u></b>	: Grade A: R831 309 per annum, (all-inclusive salary package), (OSD as prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Local Government, Western Cape Government : Bachelor of Technology (B Tech) Electrical or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Computer application; Legal compliance; Financial systems; Disciplinary codes and procedures; Monitoring systems; Skills needed: Report writing; Creating a high performance culture; Networking; Written and verbal communication.
<b><u>DUTIES</u></b>	: Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Solve broadly defined technological challenges through application of proven techniques and procedures; Research/ literature studies in new technologies. Monitoring and evaluation of technological designs: Assist with feasibility studies of new technology Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance of databases on excel and ArcGIS Pro; Manage and supervise technological and related personnel and assets.

Continuous professional development to keep up with new technologies and procedures; Liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES** : Mr M Brand Tel No: (021) 483 2856

**POST 30/260** : **DEPUTY DIRECTOR: WATER RESILIENCE MUNICIPAL INFRASTRUCTURE REF NO: LG 38/2023**  
(3 Contract Position Until 31 March 2026)

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in the Built Environment; A minimum of 3 years management level experience in the Built Environment. Recommendation: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in the Built Environment. Recommendation: Infrastructure and/or Programme Management certificates. Competencies: Knowledge of the following: Programme and Project Management; ArcGIS; Professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Presentation and facilitation; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture; Audit compliance.

**DUTIES** : Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels In terms of infrastructure governance and service delivery; Participate in IGR platforms, TIME, IDP, LGMTEC and JDA; Provide input into the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations; Plan the component budget and manage expenditure, through responsible implementation of policies; practices and decisions in order to achieve unit objectives effectively and efficiently. Ensure the development, implementation and maintenance of databases on excel and ArcGIS Pro.

**ENQUIRIES** : Mr M Brand Tel No: (021) 483 2856

**POST 30/261** : **DEPUTY DIRECTOR: ENERGY RESILIENCE-MUNICIPAL INFRASTRUCTURE REF NO: LG 39/2023**  
(3 Contract Positions Positions Until 31 March 2026)

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Electrical engineering; A minimum of 3 years management level experience in Electrical engineering. Recommendation: Appropriate experience in renewable energy. Competencies: Knowledge of the following: Programme and Project Management; ArcGIS; Professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Presentation and facilitation; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture; Audit compliance.

**DUTIES** : Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels In terms of infrastructure governance and service delivery; Participate in IGR platforms, TIME, IDP, LGMTEC and JDA; Provide input into the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations; Plan the component budget and manage expenditure, through responsible implementation of policies; practices and decisions in order to achieve unit objectives effectively and efficiently. Ensure the development, implementation and maintenance of databases on excel and ArcGIS Pro.

**ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856

<b><u>POST 30/262</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): WATER RESILIENCE PROGRAMME (MUNICIPAL INFRASTRUCTURE) REF NO: LG 42/2023</u></b> Contract Position Until 31 March 2026
<b><u>SALARY</u></b>	:	Grade A: R353 013 - R376 806 per annum Grade B: R398 865- R428 619 per annum Grade C: R451 578 - R531 117 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Local Government, Western Cape Government An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; ArcGIS skills; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.
<b><u>DUTIES</u></b>	:	Render technical services: Maintain databases in MS Word, MS Excel, ArcGIS Pro; Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters
<b><u>ENQUIRIES</u></b>	:	Mr M Brand Tel No: (021) 483 2856
<b><u>POST 30/263</u></b>	:	<b><u>ADMINISTRATION CLERK: MUNICIPAL INFRASTRUCTURE REF NO: LG 35/2023</u></b> (Contract Position Until 31 March 2026)
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05), plus 37% in lieu of benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Local Government, Western Cape Government Grade 12 (Senior Certificate or equivalent qualifications). Competencies: A good understanding of the following: Supply chain management and financial procedures; Document tracking, storage and retrieval; Office administration; Proven computer literacy in MS Office; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Taking of minutes; Follow-up and report on action minutes; Daily follow-up and reporting on action deadlines; Update critical milestone/reporting annual calendar; Render general clerical support service to programmes; Monthly update of programme budget; Quality check all programmes submissions/letters/cabinet submissions; Assist with Power Point Presentations.
<b><u>ENQUIRIES</u></b>	:	Mr M Brand Tel No: (021) 483 2856