



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2024

DATE ISSUED 12 JANUARY 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF SPORT, ARTS AND CULTURE

- APPLICATIONS** : Direct your application to recruitment@dsac.gov.za. Only emailed applications will be considered. Please quote the reference number/post title in the heading/subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 26 January 2024 at 12h00
- NOTE** : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department website, stating the particular placement area for which you are applying. An application received using the old (Z83) form will not be considered. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed Z83. The Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of their qualifications and ID. The Department of Sport, Arts and Culture reserves the right not to make a placement. Due to large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants seeking placements in different areas must complete separate Z83 forms and provide the required documentation mentioned earlier for each application. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below; Applicants should not have engaged in any internship program within the public service. Applicants who participated on the internship programme in the past will be disqualified. All appointments are subject to the verification of educational qualifications, citizenship, reference checks and security vetting. All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks and financial standing). It is the intention of the Department to reflect the demographics of the population of South Africa with these appointments and therefore qualifying candidates from all population groups and genders are welcome and encouraged to apply. Qualifying people with disabilities are encouraged to apply. All positions are based in Pretoria. The Department will not provide transport and/or accommodation to any candidate, whether, travelling from or outside Gauteng.

OTHER POSTS

INTERNSHIPS PROGRAMME 2024/2026 (24 MONTHS)

- POST 01/01** : **INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2024 (X3 POSTS)**
- STIPEND** : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Archival Studies, Museum, Heritage, History, Library Information, Media Studies, IT, Sound, Film & Television, Book & Paper Conservation, or any other relevant field of study.
- ENQUIRIES** : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
- POST 01/02** : **INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2024 (X3 POSTS)**
- STIPEND** : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous

Knowledge System, Fine Arts or Graphic design or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304-5229

POST 01/03 : **INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in one of the following fields – Language Planning, Terminology Development, Translation and Editing, Human Language Technology and SA Sign Language Interpreting or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/04 : **INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Dramatic Arts, Fine Arts, Motion Picture and Media Studies, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/05 : **INTERN AT ENTITY, OVERSIGHT, AND INTERFACE REF NO: 05/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Public Administration, Corporate Governance, Monitoring, and Evaluation, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/06 : **INTERN AT INTERNATIONAL COOPERATION AND DONOR COORDINATION REF NR: 06/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate or equivalent; Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in International Relations, Politics, or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/07 : **INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Human Resource Management, Public Administration/Management, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/08 : **INTERN AT SOCIAL COHESION AND NATION BUILDING REF NO: 08/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics, Education, Gender studies and Religious Studies or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/09 : **INTERN AT RISK MANAGEMENT REF NO: 09/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Risk Management, Accounting, Commerce, Auditing, Project Management, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/10 : **INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Finance, Accounting, Economics or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/11 : **INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Supply Chain Management, Purchasing Management, Logistic Management or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/12 : **INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Communication and Marketing, Journalism, Public Relations, Media Studies or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/13 : **INTERN AT INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 13/2024 (X1 POST)**

STIPEND : R7 043.30 per month
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Technology, Software Development, Web and Application Development or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/14 : **INTERN AT LEGAL SERVICES REF NO: 14/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a BProc or LLB degree as recognised by SAQA or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 3045229

POST 01/15 : **INTERN AT INTERNAL AUDIT REF NO: 15/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Auditing, Forensic Investigation, Financial Auditing or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/16 : **INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Strategic Management, Public Administration/ Management, Monitoring and Evaluation, Knowledge Management, Auditing/ Commerce or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/17 : **INTERN AT INFRASTRUCTURE REF NO: 17/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Build Environment or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/18 : **INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2024 (X6 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics, or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/19 : **INTERN AT SECURITY AND WORK ENVIRONMENT REF NO: 19/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Accounting, or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted via email to: recruitment3@dsbd.gov.za by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 26 January 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contract of five years and a performance agreement with the Minister for Small Business Development within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. NB: We invite suitable candidates to apply for the position of Director General of the Department of Small Business Development (DSBD). the DSBD is responsible for the promotion and development of entrepreneurship, Small, Micro and Medium Enterprises (SMMEs) and Co-operatives, and to ensure an enabling legislative and policy environment to support their growth and sustainability. The Director-General as the Accounting Officer will join a leadership team responsible for implementing an integrated approach across the DSBD and reporting entities for the coordination, integration and mobilisation of efforts and resources towards the creation of an enabling environment for the growth and sustainability of small businesses and co-operatives and ensure a transformed and inclusive economy driven by sustainable, innovative SMMEs and Co-operatives. The work of the DSBD is driven through 4 branch programmes, 2 entities, and 6 pieces of legislation, covering a substantial part of South Africa's economic policy landscape. As Director-General, you will also participate in the work of the Forum of South African Directors-General and various Government clusters.

MANAGEMENT ECHELON

- POST 01/20** : **DIRECTOR-GENERAL REF NO: DG-ODG**
(5 Year Contract)
- SALARY** : R2 158 533 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. 8 -10 years of relevant experience at the senior management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty

(<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and the National Development Plan. Experience in executive management and possess strong leadership and strategic management capabilities. He/she must also have experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. He/ she must have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.

DUTIES

: Serve as the accounting officer of the department in line with the Public Finance Management Act (PFMA). Coordinate and organise the resources of the Department and its agencies to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) priorities pertaining to Small Business Development. Provide strategic leadership, support services and management of the department through providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate; which entails ensuring that the department has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, etc. Profile and market the programmes of the department and create a conducive environment to achieve higher levels of employee performance and engagement; to enable their ability to develop and coordinate Small, Medium and Micro-sized Enterprises (SMME) development interventions geared towards an inclusive economy and general economic growth. To ensure an enabling legislative and policy environment to support SMME's growth and sustainability. Oversee transversal support within the eco-system to provide a conducive environment for SMMEs. Drive economic transformation through integrated informal business, Co-operatives, and Micro Enterprise Development. Oversee the promotion of an ecosystem that encourages an integrated approach that enhances entrepreneurship and innovation during the establishment, growth and sustainability of SMMEs. Manage the development and delivery of the response to the needs of SMMEs and Co-operatives, informed by credible research, strategic diagnosis and the monitoring and evaluation thereof. Provide strategic and administrative support to the Minister in carrying out their responsibilities and mandate of the department. Coordinate the contribution of the agencies of the department towards the vision, goals and objectives of government with respect to SMME development and support.

ENQUIRIES

: The recruitment office on Tel No: (071) 440 5511

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Charlotte Maxeke Johannesburg Academic Hospital: Kindly note that the post of Medical Registrar Directorate: Obstetrics and Gynaecology (with Ref No:019225 advertised in the Public Service Vacancy Circular 42 of 2023 dated 17 November 2023, with a closing date of 01 December 2023 has been withdrawn.

Gauteng: Department Of Health: Wits Oral Health Centre. Kindly note that the following post (Ref: Ref: DentOMP11/23, POST 43/48) was advertised in Public Service Vacancy Circular 43 dated 24 November 2023, the contract has been amended as follows (1) 12 months fixed contract. Applicants who applied previously are required to reapply for the post. The closing date has been extended to 26 January 2024.

OTHER POSTS

<u>POST 01/21</u>	:	<u>PSYCHOLOGIST GRADE 3 REF NO: PHOLO 2024/01/01 (X1 POST)</u> Directorate: Allied
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 063 611 – R1 249 254 per annum, (all-inclusive package) Pholosong Regional Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a clinical Psychologist. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Psychologist in any of the identified registration categories. Appropriate /recognizable years of experience as a Psychologist after registration with the Health Professions Council of South Africa as a Clinical Psychologist. Shortlisted candidates will be required to submit all relevant documents.
<u>DUTIES</u>	:	Render effective psychological service to the hospital. Making assessments and interpretations based on biopsychosocial evaluations, psychometric test, semi-structured interviews, therapy sessions and neuropsychological assessments. Collaborating with other healthcare providers to evaluate the medical and physical condition of clients. Formulating and creating personalized interventions, treatments and management plans for clients. Assessing clients' risk, considering their mental health and social needs when performing interventions. Interacting with clients and other MDT members regarding performing interventions. Employing various treatment methods such as psychotherapy, hypnosis behavior modification, stress reduction therapy and psychodrama. Measuring the effectiveness and implementing changes where required. Ensuring the maintenance and safe storage of accurate program and client records, and all other pertinent documents. Maintaining confidentiality of clients' treatment and records in accordance with HPCSA. Participating in clinical training seminars and mentoring of team members and psychological counsellors. Working towards positioning the agency as a pioneer in psychological interventions. Experienced with specialist psychological assessment and treatment of a wide range of mental health problems of varying severity and complexity. Proficient with psychological therapies, risk assessment, training, and supervision. Proficient with planning and performing psychological interventions. Current awareness of developments in relevant fields. Ability to maintain and complete clinical documentation consistently. Data collection and collation, monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. NM Jwara Tel No: (011) 812 5000 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. Human Resource Department, Pholosong Regional Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
<u>FOR ATTENTION NOTE</u>	:	The Assistant Director No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was

unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 26 January 2024

POST 01/22

: **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2023/12/08**

Re-advertisement

Directorate: PHC

SALARY

: R627 474 – R703 752 per annum (plus benefits)

CENTRE

: Jabulane Dumane CHC (SSDR)

REQUIREMENTS

: Grade 12 with Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy and a valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.

DUTIES

: Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility. Management of resources within the facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards and ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES

: Mr SS Matsaba at Tel No: (072) 419 0359

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

: This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. 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** : 26 January 2024
- POST 01/23** : **ASSISTANT MANAGER NURSING GR1- NIGHT SUPER REF NO: PHOLO 2024/01/02 (X1 POST)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R627 474 - R724 278 per annum (plus benefits)
: Pholosong Regional Hospital
: Basic Diploma/Degree that allows registration with South African Nursing Council as a Professional Nurse and Midwife. Diploma or Degree in Nursing Administration/ Management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. A qualification in Nursing Administration/ Management and Nursing Education will be an added advantage. Basic Computer literacy is mandatory. Skills: Strong Leadership skills, Good Communication, Conflict management/ Problem-solving skills and ability to work under pressure.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Manage allocation/ utilization of human, financial and physical resources for different departments including effective bed management. Ensure effective and consistent communication of relevant, accurate and comprehensive information on health care to Executive and other relevant stakeholders as directed. Give support to staff regarding clinical matters and engage in problem solving/ conflict management. Develop/ establish and maintain constructive working relationship with clinical and non-clinical staff that will allow consistency in patient care by a Multi-disciplinary team. Be flexible, responsive and give staff support. Manage and resolve complaints and patient safety incidences timeously. Supervise implementation of Nursing guidelines, practices, policies and procedures. Maintain professional growth/ ethical standards and development of self and subordinates through on-going training and Research.
- ENQUIRIES APPLICATIONS** : Ms MG Makgoba Tel No: (011) 812 5161/2
: Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 “or” hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).
- FOR ATTENTION NOTE** : Human Resources department
: Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
- CLOSING DATE** : 26 January 2024
- POST 01/24** : **OPERATIONAL MANAGER PNB3 SPECIALTY – PAEDIATRICS REF NO: PHOLO 2024/01/04 (X1 POST)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R627 474 - R703 752 per annum (plus benefits)
: Pholosong Regional Hospital
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows

registration with the SANC as a Professional Nurse plus a post-basic qualification in Child Nursing Science with duration of one year accredited with SANC in terms of Government Notice R 212. 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 mentioned above must be appropriate/ recognizable experience after obtaining a 1-year post-basic qualification in Child Nursing Science. Computer literacy will be an added advantage.

DUTIES : Overall supervision and control of quality Paediatric patient care (Medical and Surgical) including supervision of Milk Room. Formulation relevant Standard operating procedures based on relevant Policies. Collect and analyze relevant data related to Specialized Paediatric programs that aims at reducing child mortality and improving Paediatric nursing outcomes. Efficient implementation and evaluation of patient care programs in the unit according to department's strategic goals (EMTCT, MBFI, IPC, etc.). Active participation in Ideal Hospital realization framework. Ensure adequate and appropriate staffing according to patient's needs. Establish efficient communication with the multidisciplinary team. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve teamwork. Able to take charge of the hospital after hours, during weekends and public holidays.

ENQUIRIES : Ms MG Makgoba Tel No: (011) 812 5162
APPLICATIONS : Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 "OR" hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).

NOTE : Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.

CLOSING DATE : 26 January 2024

POST 01/25 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) MEDICAL WARD REF NO: PHOLO 2024/01/03**
 Directorate: Nursing Services

SALARY : R497 193 - R559 686 per annum (with benefits)
CENTRE : Pholosong Regional Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. 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/Management and Nursing Education will be an added advantage. Basic Computer skills/ literacy will be an added advantage.

DUTIES : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinates to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex reports written when required. Manage

resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Participate in training, research and self-development. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho-Pele. Promote achievement of Ideal Hospital Realization Framework.

ENQUIRIES APPLICATIONS : Ms MG Makgoba Tel No: (011) 812 5161/2
 : Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 "OR" hand-delivered to Human Resources department, Pholosong Hospital, 1067 Ndaba street, Tsakane between 08h00 and 15h00.

NOTE : Applications must be submitted on fully completed new Z83 form, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies of qualifications). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.

CLOSING DATE : 26 January 2024

POST 01/26 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 - OPERATING THEATRE NURSING REF NO: PHOLO 2024/01/05 (X4 POST)**
 Directorate: Nursing- Theatre and CSSD

SALARY : Grade 1: R431 265 - R497 193 per annum (plus benefits)
 Grade 2: R528 696 – R645 720 per annum (plus benefits)

CENTRE REQUIREMENTS : Pholosong Regional Hospital
 : Basic Diploma/Degree that allows registration with South African Nursing Council as a Professional Nurse). One (01) year Post basic qualification Operating Theatre Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Sound interpersonal and communication skills.

DUTIES : Provision of high-quality, holistic and patient-centered Pre-Operative, Intra-Operative and Post-Operative Nursing care. Prepare Theatre Medical Equipment and consumables according to booked Operations. Ability to liaise with different units for pre-operative patient optimization including Pre-Operative visits as indicated and Post-Operative management and transfer. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager including CSSD supervision. Maintain Professional and Ethical growth/ development through training and Research. Must be willing to work day and night shifts.

ENQUIRIES APPLICATIONS : Ms MG Makgoba Tel No: (011) 812 5161/2
 : Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 "OR" hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).

NOTE : Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the

Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
26 January 2024

CLOSING DATE

POST 01/27

PROFESSIONAL NURSE SPECIALTY– CRITICAL CARE NURSING REF NO: PHOLO2024/01/06 (X2 POST)
Directorate: Nursing- ICU and High Care

SALARY

Grade 1: R431 265 - R497 193 per annum (plus benefits)
Grade 2: R528 696 – R645 720 per annum (plus benefits)

CENTRE REQUIREMENTS

Pholosong Hospital
Basic Diploma/Degree that allows registration with South African Nursing Council as a Professional Nurse). One (01) year Post basic qualification Critical Care Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse in General nursing. Sound interpersonal and communication skills.

DUTIES

Provision of high quality, holistic and specialized Nursing care within set standards within Professional and legal framework in a highly specialized Critical Unit. Effective utilization of Human, financial and material resources including utilization of Critical care beds. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager. Be flexible and be able to prioritize and respond to patient care needs. Maintain Professional and Ethical growth/ development through ongoing training and Research. Must be willing to work day and night shifts.

ENQUIRIES APPLICATIONS

Ms MG Makgoba Tel No: (011) 812 5161/2
Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 “OR” hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).

NOTE

Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.

CLOSING DATE

26 January 2024

POST 01/28

PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY & NEONATAL NURSING SCIENCE/ NEONATAL ICU/ CHILD NURSING/ CRITICAL NURSING REF NO: PHOLO2021/01/07 (X2 POSTS)
Directorate: Nursing- Neonatal Unit/ Neonatal ICU

SALARY

Grade 1: R431 265 - R497 193 per annum (plus benefits)
Grade 2: R528 696 – R645 720 per annum (plus benefits)

CENTRE REQUIREMENTS

Pholosong Hospital
Basic Diploma/Degree that allows registration with South African Nursing Council as a Professional Nurse). One (01) year Post basic qualification Advanced Midwifery and Neonatal Nursing Science/ Neonatal ICU Science/ Child Nursing Science/ Critical Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Sound interpersonal and communication skills.

DUTIES

Provision of high quality, holistic and specialized Neonatal care within set standards and within a Professional/ legal framework. Implement priority programs, EMTCT, MBFI, etc. and adhere to Principles of Infection Prevention and Control. Effective utilization of human, financial and material resources

		including utilization of Critical care beds. Be flexible and be able to prioritize, respond and advocate for best Neonatal clinical outcomes. Maintain Professional and Ethical growth/ development through training and Research. Perform Nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shifts.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MG Makgoba Tel No: (011) 812 5161/2.
	:	Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 "OR" hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).
<u>NOTE</u>	:	Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
<u>CLOSING DATE</u>	:	26 January 2024
<u>POST 01/29</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 TRAUMA NURSING REF NO: PHOLO2024/01/08 (X1 POST)</u> Directorate: Nursing- Accident and Emergency
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum (plus benefits) Grade 2: R528 696 – R645 720 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Basic Diploma/Degree that allows registration with South African Nursing Council as a Professional Nurse). One (01) year Post basic qualification Trauma Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Sound interpersonal and communication skills.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized Nursing care within set standards within Professional and legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of Human, financial and material resources. Adhere basic Principles of Infection Prevention and Control. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager. Maintain Professional and Ethical growth/ development through on-going training and Research. Must be willing to work day and night shift.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MG Makgoba Tel No: (011) 812 5161/2
	:	Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 "OR" hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).
<u>NOTE</u>	:	Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
<u>CLOSING DATE</u>	:	26 January 2024

<u>POST 01/30</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 –CHILD NURSING REF NO: PHOLO 2024/01/09 (X2 POSTS)</u> Directorate: Nursing- Paediatric unit
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum (plus benefits) Grade 2: R528 696 – R645 720 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Basic Diploma/Degree that allows registration with South African Nursing Council as a Professional Nurse). One (01) year Post basic qualification Child Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Sound interpersonal and communication skills.
<u>DUTIES</u>	:	Provision of high-quality, holistic and specialized Childcare within set standards and within a Professional/ legal framework. Implement priority programs, EMTCT, MBFI, IMCI etc. and adhere to the Principles of Infection Prevention and Control. Effective utilization of human, financial and material resources including utilization of Critical care beds. Be flexible and be able to prioritize, respond and advocate for the best Paediatric clinical outcomes. Maintain Professional and Ethical growth/ development through training and Research. Perform Nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shifts.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.G Makgoba Tel No: (011) 812 5161/2. Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 “OR” hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).
<u>NOTE</u>	:	Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
<u>CLOSING DATE</u>	:	26 January /2024
<u>POST 01/31</u>	:	<u>PROFESSIONAL NURSE GENERAL PN-A2 GRADE 1-2 REF NO: PHOLO 2024/01/10(X2 COVID CONTRACT POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum (plus benefits) Grade 2: R358 626 – R409 275 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Basic R 425 qualification, i.e., Diploma / Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse with midwifery. Midwifery qualification will be an added advantage. Must be able to work within the ethical and legal framework that governs the profession. Candidates must be able to work in a team in a high-pressure environment. Candidates must have good communication, leadership, and conflict management skills. Must be able to maintain patients and relative's confidentiality, respect, and dignity.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/ legal framework. Effective utilization of Human and Material resources. Maintain professional growth, ethical standards, and self-development. Active participation in self-development, supervision and development of junior staff. Implement measures to ensure patient's safety and contribute to management of patient safety incidence processes.
<u>ENQUIRIES</u>	:	Ms MG Makgoba Tel No: (011) 812 5161/2

- APPLICATIONS** : Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 “OR” hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).
- NOTE** : Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver’s license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
- CLOSING DATE** : 26 January 2024
- POST 01/32** : **STAFF NURSE GRADE 1- 2 REF NO: PHOLO 2024/01/11 (X7 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R199 725 - R222 939 per annum (plus benefits)
Grade 2: R237 210 - R264 948 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.
- DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of a multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations.
- ENQUIRIES APPLICATIONS** : Ms MG Makgoba Tel No: (011) 812 5161/2
Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 “OR” hand delivered to Human Resources department, Pholosong Hospital, 1067 Ndaba street, Tsakane between 08h00 and 15h00.
- NOTE** : Applications must be submitted on fully completed new Z83 form, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver’s license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies of qualifications). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
- CLOSING DATE** : 26 January 2024
- POST 01/33** : **NURSING ASSISTANT GRADE 1-2 REF NO: PHOLO 2024/01/12 (X2 POSTS)**
Directorate: Nursing Services
- SALARY** : Grade 1: R157 761 - R175 728 per annum (plus benefits)
Grade 2: R184 026 – R205 281 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital
	:	Qualification that allows registration as Nursing Assistant with SANC. Basic inter-personal and communication skills.
<u>DUTIES</u>	:	Perform elementary clinical nursing duties in accordance with the scope of practice and internal nursing standards. Work efficiently as part of multi-disciplinary team and ensure effective communication to ensure good nursing care and patient outcomes. Ensure efficient utilization of resources allocated. Take responsibility of own development through on-going training programs.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MG Makgoba Tel No: (011) 812 5161/2
	:	Human Resource, Pholosong Hospital, Private Bag X4, Brakpan, 1540 "OR" hand delivered to Pholosong Hospital, 1067 Ndaba street, Tsakane (Human Resources department).
<u>NOTE</u>	:	Applications must be submitted on form new Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Comprehensive Curriculum Vitae. Applicants are not submitting copies/certified copies /attachments/proof/certificates/ID/Driver's license/qualifications on application. (Only shortlisted candidates will be required to submit certified copies). If you have not been contacted within three (3) months after the closing date, please consider that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Pholosong Hospital strives for employment equity and diversity.
<u>CLOSING DATE</u>	:	26 January 2024
<u>POST 01/34</u>	:	<u>SESSIONAL MEDICAL OFFICER REF NO: ODI/07/12/2023/01</u>
<u>SALARY</u>	:	Grade 1: R456.00 per hour Grade 2: R498.00 per hour Grade 3: R576.00 per hour 80 Hours Session
<u>CENTRE REQUIREMENTS</u>	:	Odi District Hospital
	:	Basic Medical Degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. Grade 1: from 0 to 05 years of appropriate experience as a Medical Officer. Grade 2: from 05 to 10 Years experience and Grade 3: greater than 10 years as medical officer post community service experience. Recommendation: ATLS, ACLS, AMLS are highly recommended and will be to the advantage of applicant. Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Units and use of current national clinical protocols. Required clinical skills include Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care.
<u>DUTIES</u>	:	Patient care, Attendance of relevant academic meetings like mortality and mobility meetings and completion of MEDICO legal cases, filling of J88, Medical Reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RT Motsepe Tel No: (012) 725 2436
	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or post to: Odi District Hospital Private Bag X509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	26 January 2024
<u>POST 01/35</u>	:	<u>SESSIONAL MEDICAL ORTHOTIC AND PROSTHETIC REF: REFS/019374 (X2 POSTS)</u> (Re-advertisement) Directorate: Allied

- SALARY** : Tariff/hour less than 10 years R237 only
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa in Medical Orthotics/Prosthetics Minimum of one (1) year appropriate experience in Medical Orthotics /Prosthetics after registration of the Health Professions Council of South Africa as a Medical Orthotist/Prosthetist. Sound knowledge of Acts, and policies and Procedures. Computer literacy.
- DUTIES** : Design, measure, manufacture, fit, repair, adjust, and align all Orthotic and Prosthetic devices. Consult with Practitioners and members of a multidisciplinary team on correct appliance for each patient. Plan and conduct Multi-Disciplinary and outreach clinics throughout the North West Province. Deliver efficient and effective clinical and MOP-related administrative services, including recordkeeping. Promoting continuous development and training. Assist in implementing guidelines, protocols, Standard Operating Procedures, and policies for the Medical Orthotics and Prosthetics (MOP) Department, which is in line with the National and Provincial strategies.
- ENQUIRIES** : Mrs C Singh Tel No: (016) 930 3268
- APPLICATIONS** : Applications Should be posted to Private Bag X058, Vanderbijlpark,1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street. Or can apply Online at (professionaljobcenter.gpg.go.za).
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPISA circular no 19 of 2022, a fully completed and signed Z83 form should be accompanied by a recently updated CV. Copies of qualifications and other relevant documents may not be included in the application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The department reserves the right not to fill the advertised post. Gauteng Department of Health is guided by the principles of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target the of the institution. NB: People with disabilities are encouraged to apply. People who applied previously are encouraged to re-apply. Recommended candidates will be subjected to a medical assessment.
- CLOSING DATE** : 29 January 2024

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

OTHER POSTS

- POST 01/36** : **CLINICAL MANAGER: PAEDIATRICS (OSD) REF NO: MURCH 35/2023 (X1 POST)**
- SALARY** : R1 288 095.per annum (all-inclusive package) Other benefits: 22% rural allowance of basic salary and commuted overtime
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Grade 12 / Standard 10 (Senior Certificate) pass MBChB or equivalent degree. A minimum of 6 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner, post Community Service or foreign workforce management programme (FWMP) (NB. approval from NDOH to register with HPCSA, plus Police Clearance and SAQA verification for foreign candidates). A minimum of 5 years work experience in a Paediatric Department. Current HPCSA registration. Valid Drivers' license. Knowledge, Skills and Competencies Required: Good knowledge of applicable legislation, regulations, national and provincial policies, including the Code of Conduct, PFMA and HPCSA regulations. Good knowledge of National and Provincial Paediatric and Neonatal guidelines and policies, including the Child Care Act. Good knowledge of National, Provincial and District norms and standards for relevant clinical results. Good interpersonal and communication skills. Good verbal and written communication. Computer Literacy. Strong leadership, organizational, operational and contingency planning skills. Independent decision-making and problem-solving skills. Conflict management. Medical/clinical skills. Analytical and creative thinking. Reporting and Administrative skills. Certification in appropriate Pediatric emergency training (PALS, KINC etc.) will be an added advantage.
- DUTIES** : Ensure effective comprehensive clinical service with respect to patient care at inpatients, outpatients and outreach levels. Briefing, informing, educating and counselling of patients/caregivers and appropriate relatives regarding diagnosis and management of patient. Member of multi-disciplinary team to manage emotional, social and physical aspects of the patient's disease (Holistic Care & Management). Prescribe and administer medicine and treatment including minor surgical procedures, as per STG. Ensure continuous service delivery. Manage an appropriate referral service to patients as per district policies. Ensure an effective administered clinical department. Effective education, training and research. Ensure the development and implementation of quality assurance programs in line with Provincial and National standards. Manage the implementation of quality assurance programs and NHQIP's, in accordance with NCS and IHRM standards. Manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level. Develop and implement operational plans and policies in line with the organisation's goals. Management and participation in commuted overtime. Participate in all clinical governance activities, including complaints management and reduction. Ensure good clinical record keeping and feedback on discharge. Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical-legal risk for patients. Manage the practical training of junior medical officers/medical students and other personnel. Assess ongoing staff and medical equipment needs. Maintain good interpersonal relationships with all the members of institution. Keep up to date with new developments in medical management.
- ENQUIRIES** : Dr S Lachman Tel No: 039 6877314 Ext 106
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, Private Bag X701, Portshepstone, 4240 or hand delivered to Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants for employment are not required to submit copies of qualifications and other relevant documents

on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates, which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to the large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representativity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful. The Employment Equity target for the post is African Males and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 26 January 2023
- POST 01/37** : **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 96/23 (X1 POST)**
Component: Obstetrics &Gynaecology
- SALARY** : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : PMB Metropolitan Hospitals Complex: Greys Hospital
: Senior Certificate (Grade 12) or equivalent. MBCHB / A qualification in Health Science: plus Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Knowledge, Skills, Attributes and Abilities: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Specialist Obstetrics and Gynaecology surgical skills. Colposcopy skills. Possess adequate skills to be able to carry out minimally invasive surgery in Gynaecology. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics.
- DUTIES** : Participate in the delivery of 24-hour in and out-patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under- and post post-graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg. Assist the Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.
- ENQUIRIES APPLICATIONS** : PROF TD Naidoo Tel No: (033) 897 3292
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandula

- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is African Male, and African Female.
- CLOSING DATE** : 26 January 2024
- POST 01/38** : **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 97/23 (X1 POST)**
Component: Internal Medicine
- SALARY** : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: Senior Certificate (Grade 12) or equivalent. MBCHB or Equivalent. MMed MMed (Sci). Current registration with the Health Professions Council of South Africa as a Specialist in Internal Medicine. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Internal Medicine. Recommendation: Experience or Interest in a medical subspecialty. Knowledge, Skills, Attributes and Abilities: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest. Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Duties: Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after-hours Internal Medicine service as required by operational needs. Perform outreach services in Area 2. Academic Duties - Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes Outpatient clinics, ward rounds, clinical bedside and procedural teaching. Formal tutorials, lectures and assessments. Participation in the departmental academic and clinical meeting programs. Assisting with administration related to academic activities. Research supervision. Administrative and managerial responsibilities: Assist with departmental clinical service administration; Assist with departmental junior staff supervision and administration; Assist in the development of clinical protocols for the Internal Medicine service. Participate in departmental audits and quality assurance programs. Any other duties as assigned by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr M Bizaare Tel No: (033) 897 3290
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. NB! Applicants are not required to submit copies of qualifications and other relevant documents on application

but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male, African Female

CLOSING DATE

:

26 January 2024

POST 01/39

:

CLINICAL PROGRAMME CO-ORDINATOR (GRADE 1) TRANSPLANT CO-ORDINATOR REF NO: GS 98/23

Component: Monitoring and Evaluation

SALARY

:

R497 193 plus 13th cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements).

CENTRE

:

Greys Hospital, Pietermaritzburg

REQUIREMENTS

:

Senior Certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows with South African Nursing Council (SANC) as a Professional Nurse. Registration with South African Nursing Council as Professional Nurse. Current registration with SANC. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Recommendations: A valid code 08 driver's license. Computer Literacy (Word processing and spread sheet packages) plus a minimum of 2 years' experience as a Professional Nurse in Renal or Critical Care Nursing. Knowledge, Skills, Attributes and Abilities: High level of interpersonal relationship skills. High level of initiative and innovation. Good communication skills (written and verbal). Problem-solving and decision-making skills. Computer literacy in word processing and spreadsheet packages. Knowledge of legislative, current public service and health-related legislations and health policies. Knowledge of legislative framework and of the Human Tissue Act. Ability to formulate policies relating to organ donation and referrals. Function objectively in a highly emotional environment of dealing with potential donors. Must be able to make the different members of the team work towards the common goal of a successful donor transplant.

DUTIES

:

Identification, assessment and management of a potential cadaver donor. Coordinate and cross-cover with other transplant coordinators in the province. Coordinate and facilitate organ donation in the KZN province. Work and liaise with the transplant team at Inkosi Albert Luthuli Hospital complex. Coordinate and facilitate potential donors' workup procedures and processes which involve screening of donors for suitability and understanding. Promote and create awareness of organ donation. Co-ordinate activities of the different disciplines during organ procurement. Provide counselling to relatives/family of potential donors. After-hours clinical participation in all transplant-related activities in KZN province. Provide education to Trauma, Theatre, Critical Care, Out-patient and clinical staff on potential cadaver identification and referral. Support facility in the development and implementation of institutional policies, Standard Operating Procedures and protocols. Participate in Outreach programme and multidisciplinary meetings. Participate in internal and external assessments and inspections. Conduct regular audits of the transplant processes.

ENQUIRIES

:

Ms S Arends Tel No: (033) 897 3326

APPLICATIONS

:

Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private, Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION

:

Mrs M Chandulal

NOTE

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Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit proof of all documents, a certificate of service endorsed by HR Department. NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The employment equity target for this post is: African male; white male, Indian male or coloured male.

CLOSING DATE

:

26 January 2024

POST 01/40

:

OPERATIONAL MANAGER GENERAL-STREAM (NIGHT-DUTY) REF NO: UNTU 36/2023 (X2 POSTS)

Component: Nursing

- SALARY** : R497 193 - R536 220 per annum Other benefits: 13th cheque, medical aid (optional) 8% rural allowance housing allowance: employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** :
 : Untunjambili Hospital
 : Senior Certificate/Grade 12, Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2023 Receipt). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Leadership, Management, planning, policies and procedures governing health care service delivery, especially the forensic unit. Knowledge of code of conduct, Labour Relations and related policies. 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 and conflict management skills. Planning management skills. Planning and organising report writing skills. People management and financial management skills.
- DUTIES** :
 : Ensure adequate coverage and supervision of staff in all units to allow provision of adequate patient care in an efficient and effective manner. Facilitate and strengthen implementation of health service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho Pele principles, patient's rights charter and acceptance of professional/clinical-ethical standards within the applicable legal framework. Participate and the implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients Colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective and efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure all night Services are coordinated.
- ENQUIRIES APPLICATIONS** :
 : Ms IMF Buthelezi Tel No: (033) 444 1707
 : Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or hand deliver or courier your application
- NOTE** :
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service who are presently on the same salary level but on a notch/package above the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only a completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualifications, confirmation letter of relevant experience from

supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 26 January 2024
- POST 01/41** : **CLINICAL PROGRAMME COORDINATOR (IPC) (GRADE 1) REF NO: UNTU 37/2023 (X1 POST)**
Component: Monitoring & Evaluation
- SALARY** : R497 193 - R559 686 per annum Other benefits: 13th cheque, medical aid (optional) 8% rural allowance housing allowance: employee must meet prescribed requirements
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A minimum of 7 years of appropriate/ recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. Current Registration with SANC as Professional Nurse and Midwife. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: A valid Driver's License. Computer Literacy. Knowledge, Skills, Attributes and Abilities: Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spreadsheet packages. Present Skills-assertive and diplomacy. High level of innovation and initiative.
- DUTIES** : Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meetings and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care-associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on healthcare-associated infections. Ensure that staff development and training take place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyse provincial imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional Protocols. Ensure dissemination and adherence to institutional IPC protocols.
- ENQUIRIES** : Mrs NC Lushaba Tel No: (033) 444 1707
- APPLICATION** : Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268, or hand deliver or courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service who are presently on the same salary level but on a notch/package above the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to

allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 26 January 2024
- POST 01/42** : **CLINICAL NURSE PRACTITIONER (HTA) REF NO: UNTU 34/2023**
Re-advertised
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum Other benefits: 13th cheque, home owner's allowance (employee must meet prescribed requirements), medical aid (optional), and 8% rural allowance
- CENTRE REQUIREMENTS** : Untunjambili Hospital
Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. A Valid Driver's License code 08 or code 10. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **Grade 2:** A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one-year post-basic qualification in Primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills Good communication and problem-solving skills. Coordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care-related policies.
- DUTIES** : Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations, to HIV, SIT'S and TB health services and thus assist with the acceleration of activities in order achieve 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization of medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all support and nursing staff. Identification of high transmission areas for HIV, TB, STI's 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 governmental departments, civil society and other non-governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with the implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi-hours and shifts in order to increase access of health services to key populations.
- ENQUIRIES APPLICATIONS** : Mr BL Hlongwane Tel No: (033) 444 1707
Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or hand deliver or courier your application

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 26 January 2024

POST 01/43

: **CLINICAL NURSE PRACTITIONER REF NO: UNTU 35/2023**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other benefits: 13th cheque heque, home owner's allowance (employee must meet prescribed requirements), medical aid (optional) and 8% rural allowance

CENTRE REQUIREMENTS

: Untunjambili Hospital (Amandlalathi Clinic) (WBOT)
: Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. Valid Driver's License code 08 or 10. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years of appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **Grade 2:** A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one-year post-basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills Good communication and problem-solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES

: Conduct clinical training for staff members to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop and ensure implementation of nursing care plans. Assist Operational Managers to train

community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively and efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management and necessary support for the effective function of the unit. Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts Motivating staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and direct control of expenditure as an integral part of planning and organization. Demonstrate effective communication with patients, supervisors and other clinicians. Display a concern for patients, need and expectations according to Batho Pele Principles. Deputize the Operational Manager.

ENQUIRIES APPLICATION

: Mrs NP Ngubane Tel No: (033) 444 1707
 : Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or hand deliver or courier your application.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service who are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only a completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualifications, confirmation letter of relevant experience from supervisors on the official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 26 January 2024

POST 01/44

: **PROFESSIONAL NURSE SPECIALITY (ADVANCE MIDWIFERY) REF NO: QAD-01/2023 (X3 POSTS)**

SALARY

: Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum
 Other benefits: 13th cheque Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8% rural allowance.

CENTRE

: KZN Health Qadi Clinic.

REQUIREMENTS

: Grade 12, Degree/Diploma in general nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery accredited with the SANC. Certificate of service endorsed by your Human Resource Department (only shortlisted candidates). Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills in basic programs.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high-quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMMA objectives, ESMOE, KINC, and Helping Babies Breath (HBB) BBI. Identify high-risk clients during antenatal and post-natal periods, manage and refer accordingly. Ensure that other antenatal care programs i.e. BANC are implemented to enhance care to all pregnant women. Ensure implementation and integration of HAST programs in O&G departments within the facility. Ensure accurate and proper record-keeping for statistical purposes. Ensure adherence to the principles of infection prevention and control practices in the unit. Assess and identify the relationship between normal and physiological and specific systems, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Able to identify, manage, assist medical officers and refer obstetric emergencies according to protocols and guidelines. Participate in training, monitoring and research with the view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating training and promote learning opportunities for all nursing categories. Ensure compliance to qualify, IPC, Ideal CHC Hospital realization and maintenance (HRM) and norms and standards. Complete patient-related data, partake in PPIP and attend peri-natal meetings. Collate and analyze data before submitting to the next level. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in-depth understanding of legislation and related nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members. Monitor and report patient and safety incidence and patient's complaints. Assist in orientation and mentoring of staff.

ENQUIRIES

: Mr ST Mseleku (AMN) Tel No: (031) 519 0455

APPLICATIONS

: Applications to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or hand delivered to Human Resource Department, C 135 Umshado Road, Inanda, 4309

NOTE

: Directions to candidates: The following documents must be submitted, Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za,(b) 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 the shortlisted candidates. Z 83 form must be completed fully that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 e.g. Pharm 02/2023. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote representation in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications). Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short-listed candidates only. If you do not hear from us within 3

CLOSING DATE

:

months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply, Applications must be submitted on or before the closing date 26 January 2024

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF INFRASTRUCTURE

OTHER POSTS

POST 01/45 : **CHIEF ENGINEER (GRADE A): REGIONAL HUMAN SETTLEMENT SUPPORT (GEORGE), REF NO: 143/2023**

SALARY : Grade A: R1 146 540 (all-inclusive salary package) - (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 4 year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer. A minimum of six years post qualification experience required as a Registered Professional Engineer. A valid code B driving licence. Competencies: Knowledge of applicable policies, guidelines, design standards, best practices, procedures and legislation. National and provincial human settlements strategic goals, objectives, targets, and activities. Engineering, legal and operational compliance. National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations. Public Finance Management Act (PFMA). Occupational Health and Safety (OCHSA). Communication (written and verbal) skills. Planning, organising and People Management skills. Programme/ Project Management. Strategic capability, leadership and managerial skills. Proven computer literacy. Analytical thinking skills. Interpersonal skills. Ability to work effectively both as part of a team and independently.

DUTIES : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources. Financial Management. People management.

ENQUIRIES : Mr G Hanekom at Tel No: (021) 483 4954
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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 January 2024

POST 01/46 : **ARCHITECT (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE, REF NO: DOI 140/2023**

SALARY : Grade A: R687 879 - R739 509 per annum
 Grade B: R783 693 - R834 993 per annum
 Grade C: R881 121 - R1 035 084 per annum (OSD salary determined as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : B-Degree in Architecture or relevant qualification. Compulsory registration with SACAP as professional Architect. A minimum of 3 years post qualification architectural experience. A valid code B driving licence. Competencies: Knowledge in the following: Contract documentation and administration; Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Leadership and organising; Written and verbal

		communication; Conflict management; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Potgieter at Tel No: (021) 483 4881
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, for 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.
<u>CLOSING DATE</u>	:	29 January 2024
<u>POST 01/47</u>	:	<u>PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY, REF NO: DOI 144/2023</u>
<u>SALARY</u>	:	Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification. Three years post qualification engineering experience required. Compulsory registration with ECSA as a professional engineer. A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
	:	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

- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 29 January 2024
- POST 01/48** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE, REF NO: DOI 89/2023 R1**
- SALARY** : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high-performance culture; Professional judgment; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure thorough evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES APPLICATIONS** : Ms R Kok Tel No: (021) 483 3056
: 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support

(challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 29 January 2024
- POST 01/49** : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION):
EDUCATION INFRASTRUCTURE, REF NO: DOI 142/2023**
- SALARY** : Grade A: R410 388 – R441 045 per annum
Grade B: R464 703 – R499 275 per annum
Grade C: R531 117 – R622 134 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP). A minimum of three years' experience as a Senior Architectural Technologist. Compulsory registration with SACAP as a Senior Architectural Technologist. A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgment; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).
- DUTIES** : Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr D Nugent Tel No: (021) 483 8084
: 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 29 January 2024
- POST 01/50** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS
LABORATORY (CAPE TOWN/OUTDSHOORN), REF NO: DOI 141/2023**
- SALARY** : Grade A: R353 013 - R376 806 per annum
Grade B: R398 865 -R428 619 per annum
Grade C: R451 587 - R531 117 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, 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 Or have submitted with ECSA for Professional registration as a Engineering Technician and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment. A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code

B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; 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; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 3107
 : 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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 January 2024

DEPARTMENT OF LOCAL GOVERNMENT

OTHER POSTS

POST 01/51 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) - GRADE A: MUNICIPAL INFRASTRUCTURE, REF NO: LG 50/2023**

SALARY CENTRE REQUIREMENTS : Grade A: R795 147 per annum (OSD as prescribed)
 : Department of Local Government, Western Cape Government
 : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification. A minimum of 3 years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional

judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Strong leadership, interpersonal and teamwork skills.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development; Project Management of the MIG Programme; Investigate service delivery complaints; Answer Parliamentary questions; Participate in IGR platforms; Assist with implementation of JDMA implementation plan; Conduct Infrastructure and Service delivery assessments/Diagnostics; Update Municipal Infrastructure Status report; Monitoring and evaluation of municipal performance; Participate in DLG grant implementation and compliance with TPAs; Participate in other programmes such as water and energy resilience and infrastructure financing mechanisms.

ENQUIRIES APPLICATIONS : Mr M Brand Tel No: (021) 483 2856
 : 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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 January 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

OTHER POSTS

POST 01/52 : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES, REF NO: DSD 133/2023**

SALARY : Grade 1: R410 289 – R457 614 per annum
 Grade 2: R484 431 - R647 325 per annum
 (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
 : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions. Compulsory registration with SACSSP as a Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitoring of service activation in relation to Family Services as per the relevant White Paper on Families; Stakeholder management/Relationship management; Administrative functions required in the unit and undertake the higher level administrative functions; Suspending of UFC funding; Monitor and evaluate NPOs compliance against signed

Transfer Payment Agreement (TPA) and compliance against legislative/programme specific norms and standard/regulatory frameworks; Rapid response following complaint/enquiries about NPOs or a concern raised by a programme/regions/executive authority/head of department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of programme specific programmes.

- ENQUIRIES** : Mr T Kwakwini Tel No: (021) 483 4115
- 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 29 January 2024
- POST 01/53** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MATZIKAMA AND ATLANTIS), REF NO: DSD 134/2023**
- SALARY** : Grade 1: R174 702 – R194 808 per annum
Grade 2: R205 770 – R231 339 per annum
Grade 3: R244 443 – R302 757 per annum
(OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; or A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills;

- Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development. Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I Koen Tel No: (021) 840 3500
- 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, for 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.
- CLOSING DATE** : 29 January 2024