



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- CLOSING DATE** : 23 February 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POST

- POST 05/01** : **LAW RESEARCHER REF NO: 2024/11/OCJ**
- SALARY** : R424 104 – R496 467 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Matric Certificate and an LLB degree or a four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases.; A valid driver's license. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Computer literacy (MS Word, PowerPoint, Outlook and Internet Browser); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat. Sabinet); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure and meet deadlines; Ability to work independently. Candidates will be required to undergo a research assignment/test.

DUTIES

: Assist judges in the preparation of judgments, by carrying out research and proof-reading draft judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read and edit all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct Judgments and documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries. Attend to additional duties as assigned.

ENQUIRIES

: Technical enquiries: Ms S Govender Tel No: (031) 492 8821
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

OTHER POSTS

- POST 05/02** : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ASD: R&LEDC (X4 POSTS)**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology as recognised by SAQA. 3 years' experience at a Functional Specialist level in a Regional and Local Economic Development Environment. Valid driver's license. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation, Networking, and Project Management.
- DUTIES** : Review research aimed at identifying key challenges, needs, and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive of but not limited to: (strengthening the role of state entities in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives). Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to applications4@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "REF NO: ASD: R&LEDC"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.
- CLOSING DATE** : 23 February 2024 at 16h00. Applications received after the closing date will not be considered.
- POST 05/03** : **OFFICER: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: O RLEDC (X3 POSTS)**
- SALARY** : R359 157 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF 7) Business Commerce and Management Studies / Physics, Mathematics and Computer Sciences / Human and Social Studies / Communication Studies / Manufacturing and Engineering Technology/ Law / Agriculture and related fields as recognised by SAQA. 3 years of administrative experience in Economic, Regional & Local Government environment / small business development environment. Training in MS Office Packages. Valid driver's license. Have proven skills and competencies: Communication (Verbal and Written), Data analysis and collection, Attention to detail and Problem-Solving, Project Management (Basic), Stakeholder Engagement and Service delivery and innovation.
- DUTIES** : Conduct research on the competitive advancement of small businesses and cooperatives inclusive of but not limited to Desktop research and primary research (research design, survey design, data collection, and analysis), gather any information related to regional and local economic development that will support the development and growth of SMMEs and Cooperatives, etc. Contribute to the development of policies and strategies that will develop, enhance, and implement development programmes towards improved Regional and Local Economic Development inclusive of but not limited to Developing SOPs, Templates, and Database maintenance repository of knowledge and information on local government and matters relating to the area of specialisation). Assist in the provision of access to business support (fin and non-financial) for SMMEs and Cooperatives across the Government. Conduct/ Assist with monitoring and draft progress reports on implementation across assigned areas. Provide general administrative and logistical support to the business unit in

respect of minute-taking during stakeholder meetings, logistical support during events/workshops/meetings, and procurement of goods and services (catering, venues, etc). Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

APPLICATIONS

: Candidates must submit applications to applications5@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. “REF NO: O RLEDC”

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.

CLOSING DATE

: 23 February 2024 at 16h00. Applications received after the closing date will not be considered.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 23 February 2024

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

OTHER POSTS

POST 05/04 : **CHIEF ENGINEER GRADE A REF NO: 230224/01**
Branch: Infrastructure Management: Head Office Environmental Impact Monitoring

SALARY : R1 146 540 - R1 308 036 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering degree (B. Eng/BSc (Eng) with an interest in hydraulic, environmental and geotechnical engineering. Six (6) years post qualification relevant experience. Compulsory unexpired registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in water use, waste management, water resources infrastructure design and mining facilities design and operation and review procedures. Good working knowledge of National Environment Management Act (NEMA), National Environmental Management Waste Act (NEMWA), National Water Act (NWA), Water Resources Infrastructure Development, ECSA Board Notices, Public Finance Management Act (PFMA) and associated legislation. Knowledge of programme and project management. Knowledge and experience in engineering, legal and operational compliance, technical drawing interpretation, risk management, technical report writing, research and development skills, engineering and professional judgement, communication, excellent literacy and numeracy skills both verbal and written. Computer skills, people management skills, planning and organising. Conflict management, negotiation skills and change management. Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness. Preference will be given to a self-motivated candidate who demonstrate a master's or equivalent post-graduate level knowledge in geotechnical engineering and geosynthetics and who takes responsibility for their actions and possess a strong ethics base.

DUTIES : Integration of environmental requirements in planning and design of water resources infrastructure. Evaluate water use license applications designs including those of waste management and mining facilities. Advise other chief directorates on civil design specifications to ensure compliance with environmental statutes and other relevant prescripts. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Provide professional and technical advice on support services within the Directorate as well as to other directorates and organizations. Keep abreast with the latest developments in the fields of Integrated Environmental Engineering and formulating new guidelines and standards to reflect the latest trends. Mentoring and training graduate

trainees, candidate engineers and technicians. Provide leadership and guidance to production engineers. Managing administrative, financial and personnel-related functions.

**ENQUIRIES
APPLICATIONS**

: Mr Karl Bester Tel No: (012) 336 7119
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION
NOTE**

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

POST 05/05

: **SCIENTIST MANAGER: GRADE A REF NO: 230224/02**
Branch: Water Resource Management Geohydrological Information Services

**SALARY
CENTRE
REQUIREMENTS**

: R990 747 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: MSc Degree in Geohydrology / Geology / Hydrology or relevant science qualification. Six (6) years post BSc Natural Scientific experience. Compulsory unexpired registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Working experience in the following fields will serve as an advantage: Groundwater Resource Monitoring, Management of National groundwater information systems. Working knowledge and expertise in the acquiring, capturing, auditing and dissemination of groundwater processes. Working knowledge in National Water Act, 1998 (Act No 36 of 1998).

DUTIES

: Acquiring, capturing, auditing and dissemination of groundwater data. Lead and ensure the development of National Information Groundwater information services Portfolio and business processes. Ensure the compilation of geohydrological information products. Ensure the development and implementation of standards related to geohydrological data and information. Provide technical support and training to Provincial geohydrological data management component. Provide scientific expertise in the rendering of geohydrological advisory services. Management of diverse team of technical personnel.

**ENQUIRIES
APPLICATIONS**

: Mr LZ Maswuma at 082 808 6380
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment & Selection Unit

POST 05/06

: **ENGINEER PRODUCTION GRADE A - C REF NO: 230224/03**
Branch: Infrastructure Management: Head Office
Dir: Environmental Impact Monitoring

**SALARY
CENTRE
REQUIREMENTS**

: R795 147 - R1 197 978 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
: Pretoria Head Office
: A Civil Engineering degree (B Eng/ BSc (Eng) or relevant qualification. Three (3) years post qualification experience in Engineering. Compulsory unexpired registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Knowledge and experience in the following fields will serve as an added advantage: Experience in water use, waste management and mining facilities design, operation, and review procedures. An interest in hydraulic, environmental, and geotechnical engineering. Knowledge and understanding of National Environment Management Act (NEMA), National Environmental Management Waste Act (NEMWA), National Water Act (NWA), Water Resources Infrastructure Development, ECSA Board Notices, Public Finance Management Act (PFMA) and associated legislation. Knowledge and experience in engineering, legal and operational compliance, technical drawing interpretation, risk management, research and development skills, engineering and professional judgement. Understanding of programme and project management. Technical report writing skills. Decision making, teamwork, customer focus, and responsiveness. Excellent communication skills both verbal and written. Strong ethics base.

DUTIES

: Integration of environmental requirements in planning and design of water resources infrastructure. Evaluate water use license applications designs including those of waste management and mining facilities. Advise other chief directorates on civil design specifications to ensure compliance with environmental statutes and other relevant prescripts. Evaluating, editing, and authorising all designs, reports, engineering drawings and specifications. Provide professional and technical advice on support services within the directorate as well as to other directorates and organizations. Keeping abreast with the latest developments in the fields of Integrated Environmental Engineering and formulating new guidelines and standards to reflect the latest trends. Mentoring and training Graduate

Trainees, Candidate Engineers, and Technicians. Managing administrative, financial, and personnel-related functions.

ENQUIRIES : Mr Karl Bester Tel No: (012) 336 7119
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 05/07 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 230224/04**
Branch: Provincial Coordination and International Cooperation Western Cape
Dir: Water Resources Support
Sub Dir: Water Resources Protection

SALARY : R687 879 – R1 035 084 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : Bellville
REQUIREMENTS : A Science Degree (BSc) (Hon) or relevant qualification in Hydrology / Marine Science / Freshwater Ecology / Botany / Zoology. Three (3) years post qualification Natural Science experience. Compulsory unexpired registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management, wetland management, estuary management or hydrology. Understanding of the water resource classification system and its application thereof. Knowledge and experience in writing scientific reports is essential. Understanding and knowledge of water quality instream and water use authorisation. Implement principles of national water act in terms of protection, development, use and management of water resources in National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools, and procedures, policy development, implementation, and monitoring. Excellent communication skills including verbal, report writing, and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement. Computer skills. People management and conflict management. Willingness to work abnormal hours and under pressure as well as travel country wide.

DUTIES : Implement National Water Act with focus on water resource protection and management. Monitoring of water resources as well as estuaries. Review and provide scientific comments on projects. Provide specialist input on water use license applications for 21 C and I related water uses as stipulated in the National Water Act. Conduct site inspections and attend meetings for various water uses. Liaise with clients and other stakeholders to obtain outstanding information on freshwater reports. Assist with implementation of reserve requirements for quantity and quality of water resources. Promote water resource protection and management of environmental water uses and implement DWS's role and function with respect to water resource protection and management. Provide assistant in drafting of instream water use license conditions. Interpretation and analysis of water resource data submitted and monitoring of surface water resources. Support the assessors during pre-consultation meeting for 21 C and I related WUL Applications. Mentor young professionals.

ENQUIRIES : Ms M Lintnaar-Strauss Tel No: (021) 941 6178
APPLICATIONS : Western Cape (Bellville): Please forward your application quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 05/08 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 230224/05**
Branch: Regulation Compliance and Enforcement
Sub Dir: Dam Safety Engineering

SALARY : R499 275 per annum
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical engineering experience. Compulsory unexpired registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management, and safety of dams. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership,

creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES

: Investigate, analyse, and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow-up on dam safety betterment work with dam owners. Liaise with Regional Offices, dam owners, professional persons, APPs, and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop and maintain guidelines and policies. Advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief / Specialist Engineer with all reasonable requests pertaining to dams with a safety risk. Manage Candidate, Production Engineering Technicians, Candidate and Production Engineering Technologists and Candidate Engineers reporting to him/her. Assist with the development of Candidate Engineering Technicians for registration as professionals. Assist and manage the Dam Safety Regulation database (Microsoft Access Database). Assist with compiling the Annual Report and Annual Performance Plan. Assist the Director with technical inputs, data, statistics, and other reasonable requests.

ENQUIRIES

APPLICATIONS

: Mr. W Ramokopa Tel No: (012) 336 7953
: Pretoria (Head Office): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment and Selection Unit

POST 05/09

: **CHIEF ARTISAN GRADE A (CIVIL) REF NO: 230224/06**
Branch: Infrastructure Management: Northern Operation
Dir: Civil Maintenance

SALARY

CENTRE

REQUIREMENTS

: R434 787 per annum
: Tzaneen
: An appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of technical analysis. Computer aided applications. Knowledge of technical report writing. Understanding of project management. Team leadership, production process knowledge and skills. Problem solving and analysis. Decision making, ability to work independently and in a team. Analytical and creativity skills. Good communication and interpersonal skills. Computer skills, planning, organising and execution. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES

: Manage plumbers, carpenters, painters, building and construction workers. Planning and organizing of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Manage standby and after hours services. Ensure compliance with Occupational Health and Safety Act. Manage civil maintenance teams and workshop. Ensure compliance with prescribed specifications and standards to ensure safe and serviceable infrastructure through planned maintenance, scheduled and unscheduled repairs and refurbishment projects. Manufacture items from own planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an on-going basis. Manage administrative and related functions. Ensure compliance with Occupational health and safety. Conduct inspections, dam safety inspections and asset verifications.

ENQUIRIES

APPLICATIONS

: Mr KS Thantsha Tel No: (015) 307 8600
: Northern Operations (Tzaneen): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation: The Area Manager, Tzaneen Area Office, Private Bag X4012, Tzaneen, 0851.

FOR ATTENTION

: HR Section

POST 05/10

: **SURVEY TECHNICIAN PRODUCTION GRADE A - C REF NO: 230224/07**
Branch: Water Services Management
Cd: National Water Resource Information Management

SALARY

CENTRE

REQUIREMENTS

: R353 013 – R531 117 per annum, (offer will be based on proven years of experience)
: Pretoria Head Office
: A National Diploma in Survey / Cartography or relevant qualification. Three (3) years post qualification technical experience in land acquisition, property verification, land valuation, cadastral surveys and/or engineering / topographical / hydrological surveys for dam basins and related water infrastructure

such as pipelines, canals, and reservoirs. Compulsory unexpired registration with the South African Geomatics Council (SAGC) as a Survey/Surveyor Technician. The disclosure of a valid unexpired driver's license. Knowledge of processes and legislation relating to the land survey environment. Good communication skills in technical consulting and professional judgement. Sound knowledge of Survey equipment operation. Knowledge of Survey design and analysis. Research and development skills in the Survey field. Certificate in computer-aided design (CAD) survey software and/or GIS applications with relevant knowledge and skills such as ArcGIS, Surpac, Model Maker, MicroStation, and GPS instruments plus post-processing. Sound knowledge of MS Office software. Creating a high-performance culture. Problem solving and analysis. Customer focus and responsiveness. Good planning and organising skills.

DUTIES

: Plan and perform cadastral or other surveys, reviews, and quality control on survey requests according to set standards and designs. Analyse, research and respond to client requests for land management related information. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Training and mentorship of learner interns and graduate trainees.

ENQUIRIES

: Ms C Rajah Tel No: (012) 336 8130

APPLICATIONS

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

FOR ATTENTION

: Planning, Recruitment & Selection Unit

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Medical Specialist Fellow (X3 Posts) Contract Posts (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the reference number is as follows: CHABH 782. The Medical Officer (X1 Post) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the directorate was Paediatrics and Child Health. The Directorate has been amended as follows Paediatrics and Child Health (POPD) and the reference number is as follows: CHABH 783. The Clinical Psychologist Grade 1/2/3 (X1 Post) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024; the reference number is as follows: CHABH 784. The Operational Manager Nursing (Specialty UNIT): (PN-B3) – (X1 Post) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the reference is as follows: CHABH 785. The Chief Occupational Therapist Grade 1 (X1 Post) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the reference number is as follows: CHABH 786. The Operational Manager PN-A5 (X1 Post) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the reference number is as follows: CHABH 787. The Operational Manager PN-A5 (X2 Posts) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the reference number has been amended as follows: CHABH 788. The Social Auxiliary Worker (X3 Posts) (**for Chris Hani Baragwanath Academic Hospital**) was advertised in the Public Service Vacancy Circular 02 dated 19 January 2024, the reference number is as follows: CHABH 789. Those how have applied before do not need to re-apply. We apologise for the inconvenience caused.

ERRATUM: Kindly note that the following post (**for Cullinan Care & Rehabilitation Centre**) was advertised in Public Service Vacancy Circular 04 dated 02 February 2024, The Requirements have been amended as follows: Quality Assurance Coordinator: Nursing with Ref No: CCRC/QA/01/2024: Basic R425 qualification, i.e., Diploma/Degree or equivalent qualification leading to registration with SANC to practice as a registered nurse. A minimum of 07 years appropriate and recognizable nursing experience after registration as a professional nurse. At least three years of the period referred to above must be a recognizable/appropriate experience in quality assurance activities in a hospital environment. A valid driver's license. Competences: Teaching and training. Clinical document auditing. Ability to translate objectives into practical plans. Ability to work independently and prioritize issues and other work-related matters to comply with time frames. Skills: Ability to work under pressure and meet tight deadlines. Ability to collect, analyse and report writing (and verbal) skills. Analytical, problem solving and positive interpersonal. Basic operations of computer technology, i.e.: WORD, POWERPOINT, OUTLOOK, INTERNET, and EXCEL. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards. People-centred and Power-point presentation skills. The closing date has been extended to 01 March 2024.

OTHER POSTS

<u>POST 05/11</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: HRM/2024/01</u> Directorate: Nursing
<u>SALARY</u>	:	R627 474 - R654 960 per annum, (OSD)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate. Basic qualifications accredited with the SANC in terms of Government notice R425. (i.e., Diploma/Degree in nursing). A minimum of 8 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Nursing Management Qualification with SANC accreditation is compulsory. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level in a hospital. Strong leadership, Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy. Valid driver's license. Verified proof of experience. Service certificates compulsory South African Nursing Council annual practicing certificate.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Demonstrate in a depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by the nursing teams (units) & institution. Demonstrate basic understanding of Human Resource financial policies & practices. Effective leadership in managing disciplines & conflict resolutions. Display a concern for patient, promoting, advocating & facilitating proper treatment & care & ensuring that the units adhere to ministerial priorities; the principals of Batho Pele & Patient Rights Charter. Demonstrate effective Communication with patients, community, supervisors, other health professionals & junior colleagues,

including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementation of nursing guidelines, practice, physical resources. Provision of effective support to nursing services. Maintain professional of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Be informed with labour act practices. Perform any other delegated duties.

**ENQUIRIES
APPLICATIONS**

: Ms. S Mahlangu Tel No: (012) 841-8329
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 23 February 2024

POST 05/12

: **LECTURER REF NO: HRM/2024/04**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R431 265 – R497 193 per annum, (OSD)
: Mamelodi Regional Hospital
: Grade 12/ National Senior Certificate. Basic R425 equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife/ Accoucheur. Diploma/ Degree in Nursing Education and Administration qualification accredited with the South African Nursing Council (SANC) in terms of government notice R.425 Minimum of 4 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse and Midwife/ Accoucheur. Good communication, supervisory, report writing and presentation skills. Candidate to have ability to work as a team and under pressure. Regulations and legislative framework. Computer. Facilitate the provision of Education and Training of student nurses during clinical placement. Guide and support student nurses effectively. Support vision and mission of the hospital through participation in meetings, committees and CETU activities. Promote the image of the hospital. Exercise control over student nurses. Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan, clinical practice, and quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Adhere to hospital, and departmental policies, procedures, guidelines, and regulations.

DUTIES

: Facilitate the provision of Education and Training of student nurses during clinical placement. Guide and support student nurses effectively. Support vision and mission of the hospital through participation in meetings, committees and CETU activities. Promote the image of the hospital. Exercise control over student nurses. Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan, clinical practice, and quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Adhere to hospital, and departmental policies, procedures, guidelines, and regulations.

**ENQUIRIES
APPLICATIONS**

: Ms. S. Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION
NOTE**

: Ms RM Tloane Tel No: (012) 841 8331, Recruitment Section
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not for Sale At Mamelodi Regional Hospital.

CLOSING DATE

: 23 February 2024

POST 05/13

: **PHYSIOTHERAPIST GRADE 1 REF NO: JUB 01/2024**
Directorate: Therapeutic Services

**SALARY
CENTRE
REQUIREMENTS**

: R359 622 per annum
: Jubilee District Hospital
: National Senior Certificate/Matric, A degree in Physiotherapy. Registration certificate as an independent practitioner with the HPCSA. Active annual registration with HPCSA. Other Skills: Be

Service oriented and attend to detail. Have good judgement, active thinking, and decision- Making skills. Computer literacy skills. Readiness to participate in student's supervision. Be patient, empathetic and compassionate. Highly motivated and enthusiastic to contribute to Physiotherapy health services. Knowledge In Management of Physical resources, PSI, and quality. Knowledge in Batho Pele principles and patients' rights.

DUTIES

: To provide efficient, effective, and accessible quality patient care services. Treat patients and staff in a courteous, respectful, caring, and professional manner. To participate in continuous professional development. To Promote and improve healthy lifestyle and health education through awareness campaigns. To liaise with other members of the inter-disciplinary team. To perform and complete administrative functions including data compilation and monthly reports submission. Assist with conducting required audits including self-assessments. Assist with coordination of and provisioning of assistive technologies. Have sound knowledge of public service Acts, regulations, and policies. Be able to communicate effectively.

ENQUIRIES

: Mr. Letsoalo MT Tel No: (012) 717 9319

APPLICATIONS

: documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

: 23 February 2024, Time: 15:00

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

ERRATUM: Kindly note that the post of Professional Nurse with Midwifery – Obstetrical Departments: (X4 Posts) with Ref No: NDH01/2024 (**For UMgungundlovu District (Northdale Hospital)**) advertised in Public Service Vacancy Circular 03 dated 26 January 2024, has been withdrawn.

OTHER POSTS

- POST 05/14** : **CHIEF CIVIL/STRUCTURAL ENGINEER REF NO: G01/2024**
Cluster: Infrastructure Development
- SALARY** : R1 146 540 per annum
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : A University Degree in Civil/Structural Engineering. Plus, Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer (Civil/Structural). Plus, six years post qualification engineering experience required. Plus, Unendorsed valid Code B driver's license (Code 08). Plus, Computer literacy with proficiency in MS Office and Autodesk software applications. NB: The successful applicant must be prepared to travel extensively throughout the province. NB: Please note that there is no direct appointment to Grades B and C. The candidate will only progress to the next grade through performance assessment. Candidates who are already on grades B and C are free to apply for this post.
- DUTIES** : Development, Interpretation and customisation of functional and technical norms and standards from an engineering perspective, Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies, Compile briefing documentation and specifications from an engineering perspective, Investigate civil/ structural engineering installations and equipment, undertake design work and implement corrective measures, oversee implementation (Construction) and commissioning of civil/ structure engineering installations, Research/ literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils, proven experience on design and supervision of construction and refurbishment/renovations of steel, masonry and reinforced concrete structures as well civil engineering works.
- ENQUIRIES** : Ms M. DE Goede Tel No: (033) 940 2611
APPLICATIONS : All applications should be forwarded to: Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
- FOR ATTENTION** : Mrs. B C Shelembe
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 23 February 2024
- POST 05/15** : **CHIEF ELECTRICAL ENGINEER REF NO: 04/2024**
Cluster: Infrastructure Development
- SALARY** : R1 146 540 per annum
CENTRE : Empangeni Hub
REQUIREMENTS : University Degree in Engineering (Electrical), Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer (Electrical), Six years (6) post qualification electrical engineering experience required, Unendorsed valid Code B driver's license (Code 08), Computer

<u>DUTIES</u>	: literacy with proficiency in MS Office and Autodesk software applications. NB: The successful applicant must be prepared to travel extensively throughout the province. : Undertake electrical engineering designs, Perform final review and approvals of audits on new engineering designs according to design principles or theory, Implement the maintenance strategy, Set electrical engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability, Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives, Provide effective electrical engineering and project management services, Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. R. Potsane Tel No: (033) 940 2559 : All applications should be forwarded to: Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<u>FOR ATTENTION NOTE</u>	: Mrs. B C Shelembe : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<u>CLOSING DATE</u>	: 23 February 2024
<u>POST 05/16</u>	: <u>DEPUTY DIRECTOR: FINANCE REF NO: LRH 06/2024 (X1 POST)</u>
<u>SALARY</u>	: R811 560 – R952 485 per annum, all-inclusive package, (consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules). Other Benefits: 13th Cheque, (Medical Aid Optional).
<u>CENTRE REQUIREMENTS</u>	: Ladysmith Regional Hospital : Senior Certificate (Grade 12) or equivalent qualification. Bcom Degree/ Advanced Diploma at NQF level 7 as recognized by SAQA in Financial management, financial accounting or advance diploma in accounting sciences. 3-5 years middle managerial experience in a financial field. Driver's license. Current and previous work experience endorsed by Human Resource Department. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills, Training and Competencies: Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis. PFMA, Treasury Regulations and Supply Chain Management Act. BAS. Development of policies and understand HR Practices and staff relations. Financial Management, Conflict management and Project Management. Organisational, Influencing, Analytical and Motivational. Computer literacy e.g. MS Office suite and Presentation. Project Management and Facilitation. Interpersonal relations and Time management. Planning, Communication – written and oral, Report writing, Supervisory. Problem solving and decision making.
<u>DUTIES</u>	: Manage functional of all finance & supply chain management components (Budget & expenditure, Revenue, Assets, Stores, Demand and Acquisition). Maintain adequate availability and efficient utilization of staff, Employee Performance Management and Development System, Training, discipline and manage grievances of staff in the component. Ensure clearance of suspense accounts and proper debt management. Identify risks and institute control measures to minimize risks in all areas /section that deal, with financial matters. Conduct analysis on expenditure trends and do budget estimates and ensure alignment with service delivery outcomes. Analyse, Audit, interpret and consolidate financial data as contain in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision- making. Draw, analyse, interpret BAS reports for cash flow purposes, ensure availability of funds, process journals and perform debt management and staff linking. Ensure proper management of assets. Develop and implement controls to ensure good audit outcomes and prepare Audit Improvement Plan. Take effective and appropriate steps to ensure maximum collection of revenue due to the hospital. Lead the Audit process when the institution is being audited by both

internal Audit and Auditor General of South Africa. Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department. Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics. Monitor and manage the use of budget allocated to the Hospitals and Clinics and ensure that financial regulations/procedures and proper internal controls are in place and adhered to at all times. Ensure appropriate management and utilization of resources allocated to the component. Develop and customize guidelines for outsourcing non-core Hospital Functions and train line Managers.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Dr M.E Pule (Acting Chief Executive Officer) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
: Mr S.L.Dlozi
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
: 23 February 2024

CLOSING DATE

POST 05/17

ELECTRICAL ENGINEER REF NO: 06/2024

Cluster: Infrastructure Development

SALARY

CENTRE

REQUIREMENTS

: R795 147 per annum
: Pietermaritzburg HUB
: Degree in Engineering (Electrical), Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer (Electrical Engineering), Three years post qualification engineering experience required, Unendorsed valid Code B driver's license (Code 08), Computer literacy with proficiency in MS Office and Autodesk software applications. NB: The successful applicant must be prepared to travel extensively throughout the province.

DUTIES

: Undertake engineering designs, Perform final review and approvals of audits on new engineering designs according to design principles or theory, Implement the maintenance strategy, Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability, Monitor maintenance efficiency according to organisational goals to direct or indirect engineering services for the attainment of organisational objectives, Oversee implementation (construction) and commissioning of Mechanical Engineering installations, Undertake research, Manage Mechanical Engineering Projects, Manage 3 year Maintenance Contracts in various Institutions.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Mr. R. Potsane Tel No: (033) 940 2559
: All applications should be forwarded to: Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
: Mrs. B C Shelembe
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the

interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 23 February 2024

POST 05/18

MECHANICAL ENGINEER REF NO: 05/2024 (X2 POSTS)

Cluster: Infrastructure Development

SALARY

: R785 147 per annum

CENTRE

: Empangeni HUB and PMB HUB

REQUIREMENTS

: Degree in Engineering (Mechanical), Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer (Mechanical), Three years post qualification engineering experience required, Unendorsed valid Code B driver's license (Code 08), Computer literacy with proficiency in MS Office and Autodesk software applications. NB: The successful applicant must be prepared to travel extensively throughout the province.

DUTIES

: Undertake engineering designs, Perform final review and approvals of audits on new engineering designs according to design principles or theory, Implement the maintenance strategy, Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability, Monitor maintenance efficiency according to organisational goals to direct or indirect engineering services for the attainment of organisational objectives, Oversee implementation (construction) and commissioning of Mechanical Engineering installations. Undertake research, Manage Mechanical Engineering Projects Manage 3-year Maintenance Contracts in various Institutions.

ENQUIRIES

: Mr. R. Potsane Tel No: (033) 940 2559

APPLICATIONS

: All applications should be forwarded to: Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION

: Mrs. B C Shelembe

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 23 February 2024

POST 05/19

ARCHITECT REF NO: 03/2024

Cluster: Infrastructure Development

SALARY

: R687 879 per annum

CENTRE

: Empangeni Hub

REQUIREMENTS

: Bachelors/Master's Degree in Architecture or equivalent, Compulsory registration with SACAP as a Professional Architect with the South African Council for Architectural Profession (SACAP), Three years post qualification architectural experience required. Plus, Unendorsed valid Code B driver's license (Code 08), Plus, Computer literacy with proficiency in MS Office and Autodesk software applications. NB: The successful applicant must be prepared to travel extensively throughout the province.

DUTIES

: Contribute in the review of the End of Year report, Contribute in the formulation and review the User Asset Management, Project lists, budgets and milestones, Contribute in the formulation and review of the Infrastructure Programme Management Plan and construction procurement strategies, Contribute in the formulation, review and acceptance of the Infrastructure Programme Implementation

Plan, Prepare Package/Individual Business cases, Clinical- & Project Briefs and Master Plans, Develop and approve project stage reports and designs, Monitor the implementation of Programmes/Projects, Manage the interface between the end user/community structures and Implementing Agents(s). Manage people and projects, Contribute to the development and review of policies, specifications, plans, procedures and criteria for all infrastructure projects and programmes, Update reports and data systems as required, Undertake research.

ENQUIRIES

: Ms. M. DE Goede Tel No: (033) 940 2611

APPLICATIONS

: All applications should be forwarded to: Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION

: Mrs. B C Shelembe

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV Only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 23 February 2024

POST 05/20

: **OPERATIONAL MANAGER NURSING REF NO: NKAH 05/2024**

SALARY

: R627 474 – R703 752 per annum. Plus 8% rural allowance, Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements.

CENTRE

: Nkandla Hospital (Esibhudeneni Clinic)

REQUIREMENTS

: Senior Certificate / Grade 12, Diploma / Degree in General nursing and Midwifery that allows registration with SANC as a Professional Nurse, Registration with the SANC as a Professional Nurse, A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care), Current SANC receipt, A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field.

DUTIES

: Ensure effective clinical governance through quality improvement processes-clinical auditing, process mapping and management of health risks. Monitor and evaluate the performance of primary health care services within the designated service area in line with public health indicators. Analyse health policies and programs with the view to develop customized implementation strategies to guide the primary health care service providers in service area towards complying with stated norms and standards. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department, Effective management of complaints, ideal clinic, and national core standards initiatives prioritization. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure the disciplinary measures are implemented according to labour relations act. Reduce the burden of diseases. Ensures effective, efficient and economical use of resources. Implement key CARMMA Components. Ensure proper and efficient data management at all level of care and is timeously submitted to facility information officer.

ENQUIRIES

: Mrs. PN Kunene Tel No: (035) 833 5000, ext. 5047

APPLICATIONS

: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital, Private Bag X102, Nkandla, 3855.

FOR ATTENTION

: Human Resource Manager

NOTE

: The applicants must include only completed and signed new Z83, obtained 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, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE

: 23 February 2024

POST 05/21 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) – MAFKATHINI CLINIC REF NO: PHC 06/2024 (X1 POST)**

SALARY : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Harry Gwala Regional Hospital
: Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College), Registration certificate with SANC as a General Nurse and Midwife, Post Basic Qualification in Primary Health Care registered with SANC. A minimum of Nine Years' appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing of which Five Years must be recognizable experience after obtaining a one year Post Basic Qualification in Primary Health Care. Computer literacy with a proficiency in MS Office Software applications. Code B Driver's license. Financial Management. Leadership, Organizational, decision making and problem solving. Knowledge of Public Service policies and other Health Related prescripts. Sound knowledge of Code of conduct. Good interpersonal skills. Human Resources Management and Labour Relations Act. Knowledge of Professionalism and Ethics in the workplace.

DUTIES : Ensure implementation of operational imperatives set by the district as per Health policies and programmes. Ensure provision of quality health care services. Provide contextual planning, monitoring and evaluation. Coordinate service area to ensure a primary health approach within the whole area. Facilitate and advocate for the required resources for service delivery including staff development. Ensure cost effective and appropriate use of resources. Ensure appropriate implementation of Batho Pele principles. Ensure that the clinic comply with OHSC and ICRM and sustain thereof. Ensure development, implementation and evaluation of EPMDS in line with departmental prescripts. Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research. Oversee disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure quality data management at facility and sub-district level. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Provide supervision to PHC clinic and units serving a community. Participate in Primary Health Care Sub –District Meetings.

ENQUIRIES : Mrs. N.M. Ngubane Tel No: (033) 395 4330

APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr. T.C. Manyoni

NOTE : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of qualifications, registration certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The reference number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE : 29 February 2024

POST 05/22 : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING REF NO: NURS 07/2024 (X1 POST)**
Operating Theatre and Central Sterile Supplies Department

SALARY : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet prescribed requirements)

CENTRE : Harry Gwala Regional Hospital

REQUIREMENTS

: Grade 12 certificate / Senior Certificate, Diploma / Degree in General Nursing Science and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the South African Nursing Council as a Registered Nurse and Midwife/ Accoucheur, Post Basic qualification –One year Diploma in Operating Theatre Nursing Science, A minimum of 9 years appropriate experience in nursing after registration as a Professional with SANC in General Nursing, At least 5 years of the period referred above must be appropriate recognizable experience the specific speciality after obtaining the abovementioned Post Basic qualification- One year Diploma in Operating Theatre Nursing Science. Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of nursing care processes and procedures. Operational management, co- ordination, networking liaison skills. Knowledge of Central Sterile Supply Department and operating theatre processes & procedures, Knowledge of Health Care Service delivery and financial management skills, Knowledge of disciplinary processes, Knowledge of basic / standard management principle of approach, The ability to function well with a team, Sound communication, counselling, problem solving, conflict management and time management skills, Understanding of Human Resource needs and developments, Planning, organizing, decision making & report writing skills, Interpersonal skills in dealing with conflict management, Knowledge and implementation of Batho Pele principles, Supervisory and analytical thinking skills.

DUTIES

: Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional / legal framework. Supervising and ensuring the provision of an effective efficient quality patient care. Ensure that the department operates efficiently providing sterile supplies to all operating rooms, wards and department including our feeder clinics. Foster team spirit and commitment among all categories of staff. Manage staff performance (EPMDS). Reduce complaints. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism Manage effectively and efficiently the utilization and supervision of all resources- human, financial, physical and material. Coordination of the provision of effective training and research. Participate in the analysis, formulation and implementation of nursing guidelines, standard operating procedures and practices. Establish and maintain constructive working relationship with nursing and other stakeholders. Provision of effective support to nursing services. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of effectiveness of all autoclaves. Co-ordination of the implementation of Norms and standard regulation and Ideal Hospital Framework requirements/ projects within the department. Develop and implement strategies for infection prevention and control for the unit. Improve and complete patient related data management system and records for surgical instruments in your unit. Develop and implement quality assurance progress, Standard Operating Procedures, quality improvement projects & operational plans. Maintain professional growth/ ethical standards and self-development. Relieve with duties of the Assistant Manager Nursing.

ENQUIRIES

: Mrs. N.C. Ngubo Tel No: (033) 395 4427

APPLICATIONS

: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION

: Mr. T.C. Manyoni

NOTE

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of qualifications, registration certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The reference number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays employment equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 29 February 2024

POST 05/23

CANDIDATE ARCHITECT: PLANNING REF NO: 02/2024

Cluster: Infrastructure Development
(5 Year Contract)

SALARY
CENTRE
REQUIREMENTS

R606 738 per annum
Head Office: Pietermaritzburg
Bachelors/Master's Degree in Architecture or equivalent, Compulsory registration as a Candidate Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, Computer literacy with proficiency in MS Office and Autodesk software applications NB: The successful applicant must be prepared to travel extensively throughout the province.

DUTIES

Contribute in the review of the End of Year report, the formulation and review the User Asset Management, Project lists, budgets and milestones the formulation and review of the Infrastructure Programme Management Plan and construction procurement strategies the formulation, review and acceptance of the Infrastructure Programme Implementation Plan, Assist in the preparation of Package/Individual Business cases, Clinical- & Project Briefs and Master Plans, Assist in the development of project stage reports and designs, Assist in the monitoring of the implementation of Programmes/Projects, Assist in the management of the interface between the end user/community structures and Implementing Agents(s), Assist in the management of people and projects, Contribute to the development and review of policies, specifications, plans, procedures and criteria for all infrastructure projects and programmes, Update reports and data systems as required, Undertake research.

ENQUIRIES
APPLICATIONS

Ms. M. DE Goede Tel No: (033) 940 2611
All applications should be forwarded to: Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION
NOTE

Mrs. B C Shelembe
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

23 February 2024

POST 05/24

OPERATIONAL MANAGER NURSING (GENERAL) NIGHT DUTY REF NO: 10/2024 (X1 POST)

SALARY
CENTRE
REQUIREMENTS

Grade 1: R497 193 - R559 686 per annum
Grade 2: R575 898 - R645 720 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

Vryheid Hospital
Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC for 2024, Current/previous work experience endorsed and stamped by the employer(s) will be required only when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill. Recommendation: Registration certificate with SANC in Nursing Administration. Computer literacy.

DUTIES

Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Ensure implementation of Department policies. Ensure monitoring and evaluation of care and management of all patients and the maintenance of accurate and complete

patient records. Participate in the analysis, formulation and implementation of the nursing policies and procedures. Supervise the implementation of health care delivery policies, clinical guidelines, protocols, Operational and Strategic plans aimed at improving service delivery. Ensure implementation of National Core Standards, evaluate and monitor progress. Promote implementation of Batho Pele Principles, Patient's Rights Charter and acceptable professional ethical standards within the applicable legal framework. Evaluate patient care programs from time to time and make proposals for improvement that is supported by a strong work ethic. Ensure efficient data flow and information management. Ensure reporting and management of Patient Safety Incidents. Ensure effective implementation of infection Prevention and Control practices by all staff including support services and cleaning staff. Exercise control over discipline, grievance and Labour issues in the Hospital. Monitor the implementation of EPMDS for all staff. Formulate in-service training programmes and participates in the training and development of staff. Manage and monitor proper utilization of Human, Financial and Physical resources. Maintain constructive working relationship with the nursing and multidisciplinary team. Fulfill the oversight role of the institution in the absence of executive management. Treat complex health conditions presented at health care facilities. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and potential areas for nursing and health research in order to improve or maintain quality care.

**ENQUIRIES
APPLICATIONS**

: Ms Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5918
 : All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9

NOTE

: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae (only). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. The Employment Equity Target is an African Males.

CLOSING DATE

: 23 February 2024

POST 05/25

: **SOCIAL WORKER SUPERVISOR REF NO: NKAH 04/2024**

SALARY

: Grade 1: R432 348 per annum
 : Grade 2: R530 010 per annum
 : Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional, Employee must meet prescribed requirements

**CENTRE
REQUIREMENTS**

: Nkandla Hospital
 : Senior certificate (Grade 12), Degree in Social Work that allows professional registration with the SACSSP, Registration with SACSSP as a social worker, Current registration as a Social Worker with SACSSP(2024 practice card), 7 years' experience as Social Worker after registration with SACSSP, Good written and verbal communication skills, Counseling skills in IsiZulu and English, Ability to work under pressure and manage crisis situation, Ability to work in a multidisciplinary team, Working knowledge of all relevant social work legislation.

DUTIES

: Responsible for management of human, financial and materials resources within the unit, responsible for Employees performance management & development within the unit, render medical and generic social work services to all categories of patients, conduct eco-systemic assessments and render counseling services to patients, conduct case-work, group work and community work as per identified needs, conduct home investigation, compile placements and psychosocial collateral reports and facilitate emergency placements of patient, liaise with and attend stakeholder meetings as per designated service point, conduct quality improvement programmes in relation to identified service gaps.

**ENQUIRIES
APPLICATIONS**

: Dr. DD Hlophe Tel No: (035) 833 5000
 : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital, Private Bag X102, Nkandla, 3855.

FOR ATTENTION

: Human Resource Manager

NOTE : The applicants must include only completed and signed new Z83, obtained 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, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 23 February 2024

POST 05/26 : **CLINICAL NURSE PRACTITIONER REF NO: NKAH 03/2024**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Plus 8% rural allowance Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional
Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Nkandla Hospital (Chwezi Clinic)
: Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery, A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care, Current SANC receipt (2022), (no attachments / copies / certified copies / proof / certificates/letter on application, Only Z83 and CV, applicants will submit documents only when shortlisted) **Grade 1:** A minimum of four (04) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care, Basic computer literacy to enhance service delivery, Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery, Knowledge of labour relations and disciplinary procedures, Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

DUTIES : Provide comprehensive Primary Health Care services to all learners in their catchment population, Attend to assessment and immunization campaign required by the Department of Health, Treat, and screen, educate and refer the learners accordingly, Attend to programmes and monthly statistics, Responsible for smooth running of the programmes in the schools.

ENQUIRIES APPLICATIONS : Mrs. PN Kunene Tel No: (035) 833 5000, ext. 5047
: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital, Private Bag X102, Nkandla, 3855

FOR ATTENTION NOTE : Human Resource Manager
: The applicants must include only completed and signed new Z83, obtained 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, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 23 February 2024

POST 05/27 : **PROFESSIONAL NURSE GRADE 1/2 SPECIALTY- PSYCHIATRY NURSING REF NO: NURS 07/2024 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE REQUIREMENTS : Harry Gwala Regional Hospital
: Grade 12 certificate / Senior Certificate. Basic R425 qualification i.e., diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Qualification in Psychiatric Nursing (R880) for those who hold a Bridging to PN Qualification (R683). A post-basic qualification in the specialty (General/Psychiatric Nursing). Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience Required: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional

Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Psychiatry Nursing after obtaining the one year Post Basic Qualification in qualification in the relevant Speciality (Psychiatry). Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health, and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills. Computer skills

DUTIES

: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Screening of all new clients using SDQ (Strength and Difficulties questionnaire). Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment, and rehabilitation of patients. Conduct risk assessments on all admissions and on an ongoing basis. Conduct psychosocial rehabilitation assessment on the first week of MHCU admission using Child and adolescent Unit or Adult Psychiatric specific tool, and present findings to MDT. Analyse PSR tool assessment findings, identify MHCU needs, and implement interventions. Conduct discharge support follow up for in patients every 3 months, 6 months, 1 year and give feedback to MDT. Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment, and rehabilitation of patients. Collaborate with member of the multi-disciplinary health team and assist in decision-making pertaining to health care delivery. Direct, supervise and evaluate health promotion and illness prevention initiatives. Direct, supervise the implementation of the specialized nursing programme. Train / Mentor subordinates on behaviour modification, parenting skills program and handling challenging behaviours for MHCUs. Support health and safety initiatives in the ward. Ensure continuity of care by providing a comprehensive handover to the nursing team. Utilise human, material, and physical resources efficiently and effectively. Participation in training and research. Participate in centralised training. Review and build on existing speciality programmes. Support the journal club initiatives in the unit. Contribute to the education and professional development of Professional Nurse General, Enrolled Nurses, Nursing Assistant and students. Participate in and promote research activities. Provision of Support to Nursing Services. Implement the patient safety incident reporting procedure in the unit. Implement the IOD procedure in the unit. Maintain professional growth/ethical standards and self-development. Protect and advocate rights of patients regarding health care. Effective complaints management.

ENQUIRIES

: Mrs. N.C. Ngubo Tel No: (033) 395 4427

APPLICATIONS

: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION

: Mr. T.C. Manyoni

NOTE

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of qualifications, registration certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The reference number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: NB All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 29 February 2024

POST 05/28

: **PROFESSIONAL NURSE GRADE 1/2 SPECIALTY (PRIMARY HEALTH CARE)- HAST UNIT (MMC/MEN'S CLINIC) REF NO: NURS 08/2024 (X1 POST)**

SALARY

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

Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE REQUIREMENTS

: Harry Gwala Regional Hospital
: Grade 12/Senior Certificate, Diploma / Degree in General Nursing Science, Midwifery and in Clinical Nursing science, Health Assessment, Treatment and Care -PHC(obtainable from College/University), Registration with South African Nursing Council as a Professional Nurse ,Midwife and Clinical Nurse Practitioner, Post basic qualification in Clinical Nursing science, Health Assessment, Treatment and Care (PHC), **Grade 1:** A minimum of four (4) years appropriate / recognisable experience in General Nursing after registration as a Professional Nurse with SANC with a Post Basic qualification in Clinical Nursing science, Health Assessment, Treatment and Care (PHC). **Grade 2:** A minimum of fourteen (14) years appropriate / recognisable experience in General Nursing after registration as a Professional Nurse with SANC. At least 10 years of the period referred to above must be appropriate / recognisable experience as a Clinical Nurse Practitioner after obtaining the one year Post Basic Qualification in Clinical Nursing science, Health Assessment, Treatment and Care (PHC). Relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making, problem solving conflict management and counselling skills. Demonstrate understanding of legislation, related legal and ethical nursing practice within a PHC Environment. Work as a part of a multi-disciplinary team to achieve vision of HAST unit. Report writing and time management. Ability to provide mentoring and coaching to her/his supervisees. Good communication and interpersonal skills. Ability to work under pressure. Knowledge of Norms and Standards, OHSC, MMLLH Recommendation: MMC and NIMART training will be an advantage.

DUTIES

: Provide quality comprehensive Primary Health care by promoting preventative. Curative and rehabilitative services for the clients and community. Always promoting scientific quality nursing care by functioning as a therapeutic team. Co-ordinating between hospital and community and preventing medico-legal hazards. Responsible for screening, diagnosis and management of patient at PHC Level. Provision of effective and efficient MMC/men's clinic services to clients in the hospital and in the community. Obtaining of consent as per prescripts from parent /guardian. Actively participate in Outreach Campaigns to promote men's health. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Implement Infection Prevention and Control policies and guidelines. Ensure efficient and economical utilization of all resources. Ensure Batho Pele principles are implemented. Effective data management and HAST audits. Ensuring 959595 strategy is implemented.

ENQUIRIES APPLICATIONS

: Mrs. N.C. Ngubo Tel No: (033) 395 4427
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.

FOR ATTENTION NOTE

: Mr. T.C. Manyoni
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of qualifications, registration certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The reference number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays NB Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 29 February 2024

POST 05/29

: **PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE REF NO: SAH 04/2024 (X1 POST)**
Re-Advertisement

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Other Benefits: 13th Cheque, 12% Rural Allowance, Homeowners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)</p> <p>ST Andrews Hospital: Casualty</p> <p>Grade 1: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical Care. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Trauma Nursing Science or Critical care Grade 2: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical care. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing. At least 10 years of the period mentioned above must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Trauma Nursing science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.</p>
<u>DUTIES</u>	<p>Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Mrs MR Singh Tel No: (039) 433 1955, ext. 211</p> <p>Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding, 4680.</p>
<u>FOR ATTENTION NOTE</u>	<p>Human Resource Manager</p> <p>Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (Only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate Only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof Only when shortlisted. 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.</p>
<u>CLOSING DATE</u>	<p>23 February 2024</p>
<u>POST 05/30</u>	<p><u>DIAGNOSTIC RADIOGRAPHY GRADE 1, 2 OR 3 REF NO: MBO 01/2024 (X1 POST)</u></p> <p>Component: Medical</p> <p>Re-advertisement those who applied before should re-apply.</p>
<u>SALARY</u>	<p>Grade 1: R359 622 – R408 201 per annum</p> <p>Grade 2: R420 015 – R477 771 per annum</p> <p>Grade 3: R491 676 – R595 251 per annum</p> <p>Other Benefits: Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements, 12% Rural Allowance, 13th Cheque.</p>
<u>CENTRE REQUIREMENTS</u>	<p>Mbongolwane District Hospital</p> <p>Grade 12/Standard10 or Senior Certificate. National Diploma or Degree in Diagnostic Radiography. Certificate of Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Current registration with HPCSA for 2023/2024 as a Diagnostic Radiographer (Independent Practice). NB! Only shortlisted candidates will be required to submit proof of all documents. Certificate of service endorsed by Human Resource. Grade 1: No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified</p>

employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in south Africa. **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of South Africa qualified employees who performed community service, as required in south Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills and Competences Required: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/ RIS applications. Good communication, interpersonal relations and problem-solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the radiation control directorate. Computer literacy.

DUTIES : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Practice in after hours and standby duties which include nights, weekend and public holiday. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in quality assurance and quality improvement programmes, in service training, national core standards and ideal Hospital realization maintenance framework. Inspect and utilize equipment professional to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Dr. PC Mchunu Tel No: (035) 476 6242, ext. 1113
APPLICATIONS : Applications should be forwarded to: Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820. Emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or Hand Deliver to: Mbongolwane District Hospital, Kwa-Pett
www.e-services.gov.za

FOR ATTENTION :
CLOSING DATE : Human Resource Manager
23 February 2024

POST 05/31 : **PROFESSIONAL NURSE GENERAL STREAM REF NO: SAH 03/2024 (X4 POSTS)**

SALARY : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Grade 3: R431 265 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Homeowners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : ST Andrews Hospital
REQUIREMENTS : Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. **Grade 2** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 3** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of twenty (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication, problem solving, report writing, planning and organising skills. Team building and cross cultural awareness.

DUTIES : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality of nursing care. To ensure proper implementation of National core standards, quality and clinical audits. Maintain a constructive working relationship with nursing and other stakeholders. To implement policies, guidelines and nursing care standards. To improve the knowledge of staff and patients through health education and in-service training. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and intervention, keeping a good valid record on all clients interventions. Ensuring proper utilization of Human, material and financial resources and keep accurate records.

ENQUIRIES : Mrs MR Singh Tel No: (039) 433 1955, ext. 211
APPLICATIONS : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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.

CLOSING DATE

: 23 February 2024

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

CLOSING DATE : 23 February 2024

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All shortlisted candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

POST 05/32 : **CLINICAL PSYCHOLOGIST GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/744**
Two (2) Year Contract

SALARY : R790 077 - R866 658 per annum, (Depending years of experience in terms of OSD).

CENTRE : Nkangala District Office: Emalahleni

REQUIREMENTS : Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist (2024). Knowledge, Skills and Competencies: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of forensic Mental Health Care services. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to Mental Health Care and forensic Mental Health. Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio-economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid driver's licence.

DUTIES : Development and implementation of Clinical Psychology services within the district. Provision of effective psycho-diagnostic and psycho-therapeutic services to both general and forensic mental health services. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Develop and render psychotherapeutic programmes for acute and sub-acute MHCUs. Attend to relevant

administrative matters. Provide teaching and training to Junior Clinical Psychologists and other clinical staff and participate in district outreach programmes. Undertake mental health research when required. Ability to conduct individual, group, family psychotherapy and forensic observation. Maintain accurate records and statistics. Offer outreach services to outlying institutions within the district. Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 / Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/33

: **REGISTERED COUNCILLOR GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/758 (X14 POSTS)**
Two (2) Year Contract

SALARY CENTRE

: R645 129 - R713 835 per annum, (Depending years of experience in terms of OSD).

: **Ehlanzeni District:**
City of Mbombela Sub-district (X2 Posts)
Nkomazi Sub-district (X2 Posts)
Bushbuckridge Sub-district (X2 Posts)
Thaba Chweu Sub-district (X1 Post)
Gert Sibande District:
Chief Albert Luthuli Sub-district (X1 Post)
Govan Mbeki Sub-district (X1 Post)
Lekwa Sub-district (X1 Post)
Nkangala District:
Emalahleni Sub-district (X1 Post)
Thembisile Hani Sub-district (X1 Post)
Dr JS Moroka
Cluster Steve Tshwete and Emakhazeni Sub-districts (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Honors / Psych Degree in Psychology recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level. Current registration with Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (2024) (Independent practice). Knowledge of appropriate policies and legislation in mental health. Good communication skills, decision making skills, problem solving, planning and organizational skills. Ability to work in a multidisciplinary team. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Ability to work under pressure, independently and in a team, presentation skills, good interpersonal skills and report writing. Valid driver's licence.

DUTIES

: Rendering of psychologically related interventions: (e.g. Counselling, Crisis Intervention, Debriefing, Problem Oriented Intervention, and Trauma & Suicide). Ensure the rendering of a professional, integrated service by Employee Health and Wellness to employees. Improve the mental well-being of members by providing psychological, emotional, and personal and work- interventions. Work in a multi-disciplinary Employee Health and Wellness Team, Assist in Psychometric testing. Assist in conducting Organizational Mental health screening and team building initiatives. Offer supervisory services to other psychology professionals. Management of projects and mental health related initiatives. Psych education and mental health promotion. Assist with the facilitation of Assessment Centres. Conducting mental health campaigns as per the departmental calendar. Management of human, physical and financial resources. Assist in the development of Organizational Norms, Standards and Procedures. Willingness to travel. Willingness to work long hours.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 / Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/34

: **OCCUPATIONAL THERAPIST GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/760 (X2 POSTS)**
Two (2) Year Contract

SALARY CENTRE

: R359 622 – R408 201 per annum, (Depending years of experience in terms of OSD).

: Ehlanzeni District Office: Mbombela (X1 Post)
Gert Sibande District Office: Ermelo (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist (2024) (Independent

Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Interest in the field of mental health. Knowledge of appropriate policies and legislation in mental health. Good communication skills, decision making skills, problem solving, planning and organizational skills. Ability to work in a multidisciplinary team. Basic computer literacy. Valid driver's licence.

DUTIES

: Render comprehensive mental health occupational therapy service in primary health care that complies with the standards and norms as indicated by mental health care Act 17 2002. Assessment and treatment of patients in the district. Develop community support groups for MHC Users. Involvement in the assessment of trial awaiting detainees. Implement quality assurance measures and participate in the formulation and review of strategies in the district. Be responsible and assist in the management of all allocated resources. Effective report writing, record keeping and data collection skill is needed. Working well within the MDT set up.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 / Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/35

: **SOCIAL WORKER GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/765 (X5 POSTS)**
Two (2) Year Contract

SALARY CENTRE

: R294 411 – R338 712 per annum, (Depending years of experience in terms of OSD).

: **Ehlanzeni District:**

City of Mbombela Sub-district (X1 Post)

Bushbuckridge Sub-district (X1 Post)

Gert Sibande District:

Chief Albert Luthuli Sub-district (X1 Post)

Msukaligwa Sub-district (X1 Post)

Nkangala District:

Cluster Steve Tshwete and Emakhazeni Sub-districts (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Degree in Social Work. Current registration with the South Africa Council for Social Services Profession (SACSSP) as a social worker (2024). Knowledge, Skills, Training and Competencies Required: Sound knowledge and understanding of mental health care act 17 of 2002. Time management policy development, counselling, Tact and Diplomacy, Planning and Organizing Skills. Good interpersonal relations, communication, facilitation presentation and report writing, innovation skills. Sound professional and ethical behaviour including professionalism, team orientation, reliability, integrity, confidentiality, etc. Ability to work under pressure with good tact and diplomacy. Advisory, monitoring and evaluation interpretation, policy analysis and research. Interest in the field of mental health. Knowledge of appropriate policies and legislation good communication skills, decision making skills, problem solving and basic computer literacy. Valid driver's licence.

DUTIES

: Render mental health services with regards to the care, support, protection and development of vulnerable, groups, families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate effectiveness of the recommended interventions, report on progress and identify further/ amended intervention top address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work field to social auxiliary workers, students, volunteers and other role players or stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Produce and maintain records of social work interventions and process and outcomes. Support social auxiliaries, students and volunteers. Keep up to date with the new developments in the social work and social work welfare fields. Monitor and study social services, legal and policy framework continuously. Liaise or attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Undertake first level social work research and developments, engage in continuous professional development as prescribed. This would inter alia, entail the following: study professional journals and publications in order to ensure that cognizance is taken of new developments. Provide social work service to mental health Care User and their families. Psychosocial assessment/screening of mental health care users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work function as member

ENQUIRIES

of the multi professional team. Assist with court referrals. Engage in continuous professional development and in-service training. Compile report and comprehensive record keeping.
: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 / Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 26 February 2024

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.

OTHER POSTS

POST 05/36 : **DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: AGR 03/2024**
(12 Month Contract)

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : A B-Degree (equivalent or higher qualification) in Finance or related field; A minimum of 5 years middle management level experience in a financial management environment. Recommendation: Financial management experience in the agricultural environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks and policies of the Public Service; Public Finance Management Act, National and Provincial Treasury Regulations and other financial policies and legislation; Competency framework for financial management; Research methodologies and techniques; Project planning and management; Auditing; Systems that governs public entities; Policy development, strategy management, monitoring and review processes.

DUTIES : Review the legislative mandate in terms of the public entities and resourcing of government farms; Manage and report on specific assignments as identified by the Head: Agriculture; Develop a funding model for external development funding, private donations and other investments from external sources; Provide strategic support to Head: Agriculture in respect of the 2022/2023 audit outcome and preparations for the 2023/2024 audit.

ENQUIRIES : Ms L Govender Tel No: (021) 483 5007

POST 05/37 : **ASSISTANT DIRECTOR: ASSET REPORTING AND ANALYSIS REF NO: AGR 05/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Financial Management, Asset management or related fields. Recommendation: Experience in the Public Sector Supply Chain Management. Competencies: Knowledge of the following: Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

DUTIES : Prepare disclosure notes; Administer and reconcile financial lease agreements; Perform needs analysis; Perform supply chain management transactional analysis; Investigate fruitless and wasteful expenditure; Facilitate recording of losses, damage or mismanagement of assets.

ENQUIRIES : Mr J Koen Tel No: (021) 808 5173

POST 05/38 : **ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT REF NO: AGR 04/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Contract Management or related

fields. Recommendation: Experience in Public Sector Supply Chain Management, application of procurement regulations and principles, contract management, secretariat functioning. Competencies: Knowledge of the following: Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process

ENQUIRIES : Mr J Koen Tel No: (021) 808 5173

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 26 February 2024

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.

OTHER POSTS

POST 05/39 : **ASSISTANT DIRECTOR (SALARY ADMINISTRATION AND DEBT): SYSTEMS CONTROL REF NO: CAS 06/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting, Public Administration or similar field; A minimum of 3 years relevant supervisory experience in Salary Administration, Debt and Systems working environment. Recommendation: A valid driving licence (Code B or Higher). Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act- PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial systems including Enterprise Content Management (ECM); Modified cash standards and accounting manual for departments; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Ability to work independently and as part of a team.

DUTIES : Oversee the following: The identification and accurate recording of debts owed to the department including the management of debt take-on and payments received; Quality assurance and the verification of capturing payroll transactions (interfaced) on the accounting systems; Oversee and manage salary administration payments i.e. reimbursement claims; Processing of information to reconcile system interface, quarterly debt report, inputs to the interim and annual financial statements, systems violation and maintenance report is complete and accurate; Manage the annual and bi-annual SARS Pay-overs; Manage the accounting system control functions; General supervision of employees (including leave management and training gap analysis).

ENQUIRIES : Ms L Mannel Tel No: (021) 483 9549

POST 05/40 : **HERITAGE OFFICER: BUILT ENVIRONMENT REF NO: CAS 04/2024 (X3 POSTS)**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in the field of Architecture, History, Art History, Town and Regional planner, Engineering, Building Sciences, and Archaeology or Paleontology; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Training in Architecture, Anthropology, History, Art History, Town and Regional planning, Engineering, Building Sciences, or related disciplines; Skills needed: Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Communication (written and verbal) skills; Proven computer literacy (MS Office).

- DUTIES** : Processing application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for formal protection of Heritage Resources; Monitor and enforce compliance with permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance and advice and undertake advocacy on heritage matters; Provide professional and technical assistance to other departments or units.
- ENQUIRIES** : Ms W Dhansay Tel No: (021) 483 9729/ Waseefa.Dhansay@westerncape.gov.za

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 February 2024
- 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.

OTHER POSTS

- POST 05/41** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY REF NO: EADP 01/2024**

- SALARY** : Grade A: R554 490 per annum, (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural, Environmental Sciences or relevant Engineering Sciences; A minimum of 6 years relevant experience in the field of biodiversity management, biodiversity economy, policy, planning or conservation management after qualification: A valid (Code B or higher) driving license. Recommendation: Master's degree or higher; Previous experience in advancing the biodiversity economy/ ecological infrastructure investment; Advancing partnerships and collaboration of stakeholders; Programme and project management within the biodiversity field and Experience in facilitation and establishing stakeholder platforms. Competencies: Knowledge of the following: Relevant subject matter knowledge (Biodiversity management, conservation and ecological Infrastructure as well as existing legislation and policy instruments); Making legislation and developing other relevant policy instruments; Programme and project development and management and financial systems and Conflict resolution and strategic partnership management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Excellent communication and presentation skill (written and verbal); Excellent report writing skills which include drafting of correspondence, comments on applications, drafting of law, policies, guidelines etc; Ability to work independently and as part of a team; Facilitation and Information technology.

- DUTIES** : Biodiversity economy and ecological infrastructure legislation, policy, strategic planning and procedural development and review; Support and undertake biodiversity monitoring and performance review processes for CapeNature and the Biosphere Reserves; Advance the ongoing development and implementation of the Province's ecological infrastructure investment framework, including the contribution of CapeNature and the Biosphere Reserves and leveraging investment of partners; Planning, coordination and implementation of Biodiversity Economy initiatives. Mainstreaming and capacity building for advancing the biodiversity economy and implementing the Ecological Infrastructure Investment Framework within the Department, municipalities and partners; General Management, financial, human and administrative management.

- ENQUIRIES** : Ms M T Laros Tel No: (021) 483 5126

- POST 05/42** : **CONTROL ENVIRONMENTAL OFFICER: REMEDIATION AND EMERGENCY INCIDENTS MANAGEMENT REF NO: EADP 02/2024**

- SALARY** : Grade A: R554 490 per annum, (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year B-Degree/ Honours NQF 8 (equivalent or higher qualification) in Physical, Natural Sciences or Environmental Engineering, Environmental Management, Sciences; A minimum of 6 years relevant environmental management experience (including water quality management); A valid (Code B or higher) driving license. Recommendation: Working Knowledge and experience of

the following: Environmental legislation, policies and regulations, including integrated pollution management and water resource management; Environmental management, Environmental Impact Management, and Pollution and Chemicals Management; Water quality management including monitoring, data analysis and information systems and Research and/or report writing experience. Competencies: Knowledge and understanding in the following: Environmental Management (that includes integrated environmental management; pollution management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Environmental legislation (e.g. NEMA). Interpretation and analysis of water quality data and pollution information; Chemicals management and international conventions. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal), research, and report writing; GIS; General office and administration; Project Management; Human Resource Management; Financial Management (budgeting and expenditure control; supply chain management processes). Ability to analyse, interpret and respond to scientific, technical reports and policy and legislation; Ability to work independently and as part of a team.

DUTIES

: Management and implementation of an integrated water quality monitoring programme in the respective catchments; Data analysis and provision of specialist technical comment to inform integrated pollution management initiatives and regulatory interventions; Provide specialist and technical comment, advice and guidance on environmental technical reports (including impact assessment reports) to organs of state and other stakeholders regarding pollution and chemicals management; Development of citizen science initiatives and monitoring and water stewardship networks; Manage financial and human resources, including project and contract management and general office management; Contribute to a communication, information, monitoring and evaluation system for water quality monitoring programme with regards to pollution management and the implementation of Environmental Resource Protection Plans.

ENQUIRIES

: Ms Natasha Davis-Wolmarans Tel No: (021) 483 4656

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE
NOTE

: 26 February 2024
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 05/43

: **DIRECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT REGION 2 - GARDEN ROUTE AND CENTRAL KAROO REF NO: DOI 06/2024**

SALARY
CENTRE
REQUIREMENTS

: R1 162 200 per annum (Level 13), (all-inclusive salary package)
: Department of Infrastructure, Western Cape Government
: An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years experience at a middle-management level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Qualification in the built environment; Professional registration with relevant bodies (ECSA / SACQSP / SACAP / SACPCMP). Competencies: Proven knowledge and practical application of the following: Public service procedures, processes and systems;

Engineering, legal and operational compliance; National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines, as well as the National Building Regulations; Latest building legislation, building contracts and Contract Administration; Project design and project management in the built environment; Strategic policies, guidelines, standard procedures and best practices relevant to human settlement implementation; Human Settlements and Local Government delivery issues; Global and local political economics and social affairs impacting on the Province of the Western Cape; Occupational Health and Safety Act (OCHSA); Information Systems; Procurement and tendering processes; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Economic, financial analysis; Legal Administration; Strategic Planning; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Collaborative Relationship Building; Business Acumen; Client Orientation.

DUTIES

: Line Management will entail the following: Coordinate departmental engagement with municipalities; Render a technical advice and support service; Render an engineering and project management support service; Render a building inspection and quality assurance service; Provide input into municipal project packaging. Strategic Management; Change Management; People Management; Financial Management will entail active participation and direct accountability at directorate level in respect of the following: Manage participation in the budgeting process; Ensuring the preparation of Annual and Adjustment Budgets; Ensure efficient, economic and effective control and management of the directorate's budget and expenditure; Ensure that the correct tender and procurement procedures are adhered to in respect of purchases made; Ensure contracts are managed effectively and efficiently; Ensure that all spending is aligned with the strategic objectives of the directorate; Management, maintenance and safekeeping of the directorate's assets.

**ENQUIRIES
APPLICATIONS**

: Mr. G De Villiers Tel No: (021) 483 8145
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/44

: **DEPUTY DIRECTOR: WORKS INSPECTORATE REF NO: DOI 10/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 per annum (Level 11), (all-inclusive salary package)
: Department of Infrastructure, Western Cape Government
: An 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in a built environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, people management and discourse management processes; Public Finance Management Act, National Treasury Regulations and Provincial Treasury Guidelines, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Safety procedures and regulations; Materials; Skills needed: Written and verbal communication; Proven computer literacy; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration and Legal Compliance; Problem Solving; Project Management; Computer-aided engineering applications; Technical report writing; Research and development; Quality Control; Leading and supervising; Persuading and influencing; Planning and organising; Deciding and initiating action; Working with people.

DUTIES

: Conduct inspections; Conduct technical assessments and draft reports on project applications; Deal with the technical maintenance of departmental housing stock; Plan and manage the work of and account for the overall performance of the Subdirectorate; People Management; Financial Management.

**ENQUIRIES
APPLICATIONS**

: Mr G De Villiers Tel No: (021) 483 8145
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/45 : **CONTROL WORKS INSPECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT (EDEN AND CENTRAL KAROO DISTRICT) REF NO: DOI 12/2024**

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Department of Infrastructure, Western Cape Government
: A National Diploma (T/N/S stream) or equivalent qualification or A N3 and a passed trade test in the building environment or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid driving licence (Code B or higher). Competencies: Knowledge and understanding of the following: National Housing Code, Construction Industries, Development Board (CIDB), guidelines, National Home Builders Registration Council (NHBRC) guidelines and the National Building Regulations; Procurement and tendering processes; Occupational Health and Safety Act, 1993 (OCHSA); Building practices and interpretation of drawings and plans; Contract and Project Management; Relevant technical computer-based programmes; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions. Skills needed: Communication (written and verbal); Computer literacy; Report-writing; Project management; Planning and organizing; Implementation and monitoring; Analytical thinking and problem-solving; Customer/client liaison; Record keeping; Basic numeracy.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

ENQUIRIES APPLICATIONS : Mr G De Villiers Tel No: (021) 483 8145
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/46 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 08/2024 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3 year B Degree/Advanced Diploma (equivalent qualification or higher); A minimum of 3 years supervisory experience in a Supply Chain Management, Finance, Audit working environment. Recommendation: Working Knowledge of relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Knowledge of the following: Planning and organising; Problem solving and decision-making; Project management; Conflict Resolution; Communication and Information management; Team membership and Decision making. Skills in the following: Communication (written and verbal) and Negotiations.

DUTIES : Working knowledge of public sector procurement: Bidding (competitive, limited, transversal and unsolicited) including policies. Perform the related activities to the functioning of SCM committee system, inclusive of the secretariat service; Manage quotation procurement (written and verbal), emergency procurement and petty cash procurement; Manage forms of specialised procurement (consultants, IT, infrastructure/construction, roster, list of selected suppliers) including policies , as well as managing the participating in contracts arrange by other organs of state policy; Facilitate, renew, extend and cancel contracts; Process contract amendments, timeous communication to contractors in responding to enquiries contract breach and /or disputes and administer contract negotiations; Monitor and report on contracts and collate data for contractor performance and relations.

ENQUIRIES APPLICATIONS : Ms P Van Der Merwe Tel No: (021) 6915
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/47 : **ASSISTANT DIRECTOR: HOUSING CONTRACT MANAGEMENT REF NO: DOI 09/2024**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or similar environment; A minimum of 3 years supervisory level experience in working in a housing contract management or similar environment. Recommendation: A valid code B (or higher code) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Housing Act (Act 107 of 1999); Housing Code; Housing Amendment Act (Act 4 of 2001); Departmental policies; Housing Subsidy System (HSS); Human Resource Management; Labour Relations, Disciplinary Code; Approved filing system; EPWP; NHBRC regulations and requirements; Building regulations

and building plans; Application of relevant legislation; Contract Administration; Project Management; Project Management; Formulation of policies in a multi-disciplinary professional environment; Financial Management; Public Service procedures; Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Communication (written and verbal); Leadership; Organisation; Able to work under pressure.

DUTIES : Manage the rendering of housing contract administration; Oversee the compilation of housing development contracts; Manage all information, database and reporting of contract agreements; To ensure that the records system is kept up to date; Human Resource Management; Ensure that the work procedures and methods are efficient, effective and economical; Provide a secretariate function for the Departmental Project Assessment Committee; Coordinate and provide the secretariat and support function of the Departmental Project Assessment Committee meetings.

ENQUIRIES : Mr B Denton Tel No: (021) 483 4012
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/48 : **ASSISTANT DIRECTOR: TITLE DEED AND ASSET ADMINISTRATION REF NO: DOI 11/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience; A valid code B (or higher code) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies, and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Skills needed: Written and verbal communication; Financial Management; MS Office (Excel); Following instructions and procedures; Working with people; Presenting and communicating information; Analysing; Writing and reporting.

DUTIES : Manage the rendering of a service to contribute towards the upliftment of the livelihoods of the citizens of the Western Cape by coordinating the transfer of title deeds to housing beneficiaries and ensure security of tenure; Provide financial management, performance reporting management and human resource management support; To resolve contested title deeds through normalisation and regularisation of cases.

ENQUIRIES : Mr R Stewart Tel No: (021) 483 4444
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/49 : **ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION (EDUCATION) REF NO: DOI 07/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification. Recommendation: Relevant experience. Competencies: A good understanding in the following: Administration rules and regulations; Computer literacy (MS Offices); Departmental information systems (BAS, BIZ Project, MyContent, SITS); Skills in the following: Verbal and written communication; Organisational and record keeping; Ability to work under pressure and meet deadlines; Able to work individually and in a team environment; Good telephone etiquette.

DUTIES : Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agenda's and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangement.

ENQUIRIES : Mr P Williams Tel No: (021) 483 4573
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/50 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (MALMESBURY) REF NO: DOI 05/2024**

SALARY : R171 537 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of

staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define Road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

CLOSING DATE : 26 February 2024

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MANAGEMENT ECHELON

POST 05/51 : **DIRECTOR: INFRASTRUCTURE REF NO: PT 04/2024**

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

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : Post graduate degree in Finance/Economics/or Build Environment, with specific preference for Civil/Structural engineering; 6 Years appropriate middle management experience; Valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proven knowledge of Physical (Fixed), Assets and Public Private Partnerships; Proven knowledge of government Infrastructure Delivery; and Knowledge legislation governing the public sector build environment. Competencies: Working knowledge of the follow: The Framework for Infrastructure Delivery and Procurement Management as well as Government Infrastructure Development Management System Human Resource Management function Financial Management processes Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with the ambiguity and manage under rapidly changing and pressurized circumstances.

DUTIES : To promote and enforce the effective and efficient delivery of infrastructure programme/projects and optimal management of immovable assets; Monitor the implementation of Public Private Partnerships projects; Leverage infrastructure planning,-investment and -delivery management systems and immovable assets in line with Provincial Economic- and Social development objectives and applicable legal- and service delivery frameworks; Assess and monitor departmental plans, budgets and spending related to infrastructure delivery and immovable asset management; and effective Human Resource Management within the Directorate; Infrastructure.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/52 : **DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: PT 01/2024**

SALARY : R811 560 per annum (Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate B-Degree (equivalent or higher qualification) in finance, economics, commerce or the built environment; A minimum of 5 years management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Property, Infrastructure, Built environment or public private partnership; Contract law; Qualification in Project Management. Competencies: Knowledge of the following: Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS); Public Finance Management Act (PFMA); Treasury Regulations; Division of Revenue Act (DoRA); Construction Industry Development Board (CIDB) Act; Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act; Asset Management guidelines; National Treasury Regulations; Financial and econometric modelling; PPP projects; Property management; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Strategic planning and analytical.

DUTIES : Promoting PPP and building capacity in client department of municipal (provincial departments and municipalities); Provision of technical assistance (provincial departments and municipalities); Monitoring and compliance with relevant regulations governing PPPs; Financial management; Effective human resource management.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
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 : 26 February 2024

POST 05/53 : **ASSISTANT MANAGER: PROCUREMENT AND CONTRACT MANAGEMENT REF NO: PT 02/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Public Administration, Supply Chain Management; A minimum of 3 years' experience in Supply Chain Management. Recommendation: Experience in the following: Implementation of the demand management; Execution of Contract Management. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994); Prescripts, policies and procedures governing financial and supply Chain Management; Application of National Treasury Contract Management Framework; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions/Note/Circulars, Supply Chain Management Policies/legislations/Acts; Public sector procurement processes, contract management, monitoring supplier performance; Understanding of the legislative framework governing the Supply Chain Management and Public Sector; Written and verbal communication; Planning and organisational; Management and leadership and ability to work independently and meet deadlines.

DUTIES : Coordinate, review, undertake and implement the supply chain demand management process and policies; Render effective Contract Management services; Render risk management and performance monitoring services with regard to supply chain internally and externally.

ENQUIRIES : Ms T Ndlazi Tel No: (021) 483 8915
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 : 26 February 2024

POST 05/54 : **ASSISTANT MANAGER (PROVISIONING): PROVISIONING AND ASSET MANAGEMENT REF NO: PT 03/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Public Administration, Supply Chain Management, Logistics Management; A minimum of 3 years relevant experience in Logistic, Acquisition and Asset Management. Recommendation: Experience in relevant systems. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994), Prescripts, policies and procedures governing financial and Supply Chain Management; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions, Note, Circulars, Supply Chain Management Policies, legislations, Acts; Public sector procurement processes, rules and regulations; Framework governing the Supply Chain Management and Public Sector; Ability to work independently and meet deadlines, ability to work under pressure and deliver to tight deadlines, work in a team and preparedness to work overtime when required; Skills needed: Written and verbal communication; Planning and organisational; Management and leadership.

DUTIES : Coordinate, review and execute the Acquisition Management functions; Execution of functions in the Logistic process i.e generation of Logis orders, maintain O-9 files and follow-up with suppliers on outstanding/open orders, ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function are maintained in all payments made by the department to its suppliers; Monitor and maintain supplier invoice registers; Oversee and review the monitoring of assets in accordance with relevant policy and procedures; Render risk management and performance monitoring services with regard to supply chain internally and externally; Management and Supervision of human resource staff.

ENQUIRIES : Ms T Ndlazi Tel No: (021) 483 8915
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 : 26 February 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 26 February 2024

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.

OTHER POSTS

POST 05/55 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO: DSD 04/2024**

SALARY : Grade 1: R293 670 - R337 860 per annum, (OSD as prescribed)
Grade 2: R358 626 – R409 275 per annum, (OSD as prescribed)
Grade 3: R431 265 - R543 969 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Social Development, Western Cape Government
Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms U Siebrits at (072) 159 2858

POST 05/56 : **ASSISTANT DIRECTOR: BUDGET MONITORING AND REPORTING REF NO: DSD 07/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience. Competencies: Applying expertise and technology; Analysing; Deciding and initiating action; Delivering results and meeting customer expectations; Following instructions and procedures; Coping with pressures and setbacks; Adhering to principles and values; Relating and networking; Presenting and communicating information; Writing and reporting; Learning and researching; Planning and organising.

DUTIES : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting: Coordinate, review, analyse and quality assure the budget preparation process; Reporting: Coordinate, review and analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Ms J Abercrombie Tel No: (021) 483 3927

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 26 February 2024

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.

OTHER POSTS

- POST 05/57** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 03/2024**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting or similar environment. Recommendation: Relevant experience in a financial accounting and/or management accounting environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project management; Accounting, finance and audit.
- DUTIES** : Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Supervise employees to ensure an effective financial accounting service.
- ENQUIRIES** : Mr AE Leaner Tel No: (021) 483 3981
- POST 05/58** : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: WCMD 04/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate (3-year National Diploma/B Degree or higher qualification) in Communication Science or Public Relations or equivalent; A minimum of 3 years appropriate experience in a departmental communication working environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement; Departmental media liaison and public relations services; Departmental communication plans; Internal and external organisational communication; Media management; Printing and production processes; Communication products in a departmental context; Office Administration and Database Management; Information and Records Management/Administration; Skills required: Excellent communication (written and verbal) and report writing; Excellent computer literacy skills in MS Office (i.e.. Word, Excel, PowerPoint), Internet, Good project management and administration skills; Good planning and organising skills; Proven time management skills; Good analytical thinking and problem-solving skills; Good grooming and presentation skills; Good customer/client liaison skills; Numeracy skills; Literacy skills; Language skills; Accounting, Finance and Audit skills; Economic, Financial and Statistical Analysis; Legal Administration skills.
- DUTIES** : Research, planning and implementation of internal communication support within the Department; Research, planning and implementation of external communication support within the Department; Provide support for the Department's media management services; Planning and administration.
- ENQUIRIES** : Ms M Allie Tel No: (021) 483 9483
- POST 05/59** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 05/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience in a financial accounting working environment. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Financial accounting administration; Financial accounting processes; Risk management and quality assurance control in a financial accounting working environment; Public service procedures, processes and systems; Understanding of programme and project management; Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
- DUTIES** : Compile Interim and Annual Financial Statements; Co-ordinate the inputs in respect of the audit file for Interim and Annual Financial Statements; Align Annual report with the Annual Financial Statements; Preparing information for SCOPA; Co-ordinate the inputs in respect of the In Year Monitoring reports; Ensure that month and year end closure on BAS are done successfully; Monitor the asset and liability accounts and ensure timeous clearing thereof; Authorise BAS journals; Authorise BAS entities; Ensure the safeguarding of all source documents; Provide advice and guidance to role players on the Trial Balance, BAS detail reports, Bas matching reports and other

related financial reports; Collate financial supporting information for planning purposes; Monitor compliance with financial prescripts; Supervisory functions.

ENQUIRIES

: Ms N Sityana Tel No: (021) 483 6489

POST 05/60

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 02/2024**

SALARY

: R294 321 per annum (Level 07)

CENTRE

: Western Cape Mobility Department, Western Cape Government

REQUIREMENTS

: A grade 12 certificate or equivalent with Accountancy or Mathematics as passed subjects; A minimum of 6 years appropriate experience in financial accounting. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills required: Computer; Planning and organising; Language; Good Verbal and written communication.

DUTIES

: Debt management; Disclosures in the financial statements and reporting; Supervise employees to ensure an effective financial accounting service; Monitoring and reporting on revenue and receivables.

ENQUIRIES

: Ms M Dixon Tel No: (021) 829 3534