

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

PROVINCIAL ADMINISTRATION: LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the post of Assistant Director: Public Sector HRD Programmes under the Directorate: Public Sector HRD Programmes was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The requirements have been amended as follows: (1) Assistant Director: Public Sector HRD Programme with Ref No: OTP 01/24/10: An Undergraduate Qualification (NQF Level 6) in Human Resource Development or equivalent qualification in the relevant field/ area as recognised by SAQA. A Minimum of Three (03) Years' experience in Human Resources Development and Training at a supervisory level. A Valid Driver's license except

for people with disability. The closing date is extended to 01 March 2024. And the post of Assistant Director: Performance Management Development System under the Directorate: Human Capital Investment and Research was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The Directorate has been amended to the Sub-Directorate: Performance Management Development System with Ref No: OTP 01/24/11. The closing date is extended to 01 March 2024. And the post of Assistant Director: Employee Health and Wellness Under the Directorate: HRD, PMS and Employee Health and Wellness was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The Requirements have been amended as follows: (1) Assistant Director: HRD, PMS and Employee Health and Wellness with Ref No: OTP 01/24/13: An Undergraduate Qualification (NQF Level 6) in Health Science or equivalent qualification in the relevant field/ area as recognised by SAQA. A Minimum of Three (03) Years' Experience in Employee Health and Wellness Programme at A Supervisory Level. registration with statutory body. A Valid Driver's license except for people with disability. The closing date is extended to 01 March 2024. And the Post of Administrative Officer: OSC, Older People & Military Veterans was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The requirements have been amended as follows: (1) Administrative Officer: OSC, Older People & Military Veterans with Ref No: OTP 01/24/19: An Undergraduate Qualification (NQF Level 6) in Public Administration/ Social Sciences or equivalent qualification in the relevant field/ area as recognised by SAQA. A Minimum of Two (02) Years' experience in Administration. A valid driver's license except for people with disability. The closing date is extended to 01 March 2024 and kindly note that the post of Cleaner (X2 Posts) under the Directorate: Records and Facilities Management Services (Work Environment) was advertised in Public Service Vacancy Circular 04 dated 02 February 2024, The requirements have been amended as follows: (1) Cleaner: (X2 Posts) with Ref No: OTP 01/24/21; NQF level 1 or 2 (Grade 8/9) (AET/ ABET level 2 certificate).The closing date has been extended to 01 March 2024.

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DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

- : 01 March 2024 at 16H00
- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

- POST 06/01** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/01**
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	Engineering degree (B Eng/BSc Eng) or relevant qualification; a minimum of 6 years' post qualification relevant experience. Compulsory registration with the ECSA as a professional Engineer (Pr. Eng). A valid driver's licence; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.
<u>DUTIES</u>	:	Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES</u>	:	Mr M Tladi Tel No: (012) 492 3247
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 06/02</u>	:	<u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2024/02</u>
<u>SALARY</u>	:	R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	At least a BSc or BEng in Electrical Engineering (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant post qualification experience in the field of electrical engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). A valid driver's licence; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements. Knowledge: Electrical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all electrical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Skills: Ability to undertake critical review/analysis and apply

		engineering skills in projects ; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills.
<u>DUTIES</u>	:	Implementation and updating of electrical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and engineering quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all electrical engineering related matters at all stages of the project. Review and audit final professional electrical engineering related services. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians. Supervise staff member assigned under.
<u>ENQUIRIES</u>	:	Mr M Tladi Tel No: (012) 492 3247
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 06/03</u>	:	<u>CHIEF ENGINEER CIVIL: PROFESSIONAL SERVICES (GRADE A) REF NO: 2024/03</u>
<u>SALARY</u>	:	R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Pretoria (Regional Office)
<u>REQUIREMENTS</u>	:	At least a BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and engineering candidates.
<u>DUTIES</u>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept

responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES
APPLICATIONS**

: Mr D Sewada Tel No: (012) 310 5399
: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION

: Ms K Tlhapane/ Ms MC Lekganyane

POST 06/04

: **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/04**

SALARY

: R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

**CENTRE
REQUIREMENTS**

: Cape Town Regional Office
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as a Mechanical Engineer in the Building Services Environment; compulsory registration with ECSA as professional Engineer. Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

DUTIES

: Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects.

Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

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

FOR ATTENTION : Ms C Rossouw

POST 06/05 : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/05 (X2 POSTS)**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town (Regional Office)
REQUIREMENTS : A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

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

FOR ATTENTION : Ms C Rossouw
NOTE : People with disabilities are encouraged to apply.

POST 06/06 : **CHIEF STRUCTURAL ENGINEER: PROFESSIONAL SERVICES (GRADE A) REF NO: 2024/06**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Pretoria (Regional Office)

- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or Relevant Qualification in Structural Engineering. Six years post qualifications experience required as a Registered Professional Structural Engineer. A Valid Driver's License. Compulsory Registration with ECSA as a Professional Structural Engineer. Extensive experience in the field of structural engineering which includes but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Water Services Act, and the OHS Act is required. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
- DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES** : Mr D Sewada Tel No: (012) 310 5030
- APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.
- FOR ATTENTION** : Ms K Tlhapane/ Ms MC Lekganyane
- POST 06/07** : **CHIEF ENGINEER GRADE-A (MECHANICAL) REF NO: 2024/07**
Re-advert, all applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Johannesburg (Regional Office)
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license, knowledge of programme and project management, engineering, legal and operational compliance, Engineering operational communication, Process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills ,engineering design and analysis knowledge ,Research and development, computer-aided engineering applications, creating high performance culture, technical consulting , engineering and professional judgment Strategic capability and leadership, problem solving and analysis ,decision making, team leadership, creativity, Financial management, customer focus and responsiveness, Communication, Computer skills, People management, planning and organising, conflict management, negotiation skills, change management registration.
- DUTIES** : Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory and Co-ordinate design efforts and integration across disciplines to ensure seamless

integration with current technology, pioneering of new engineering services and management methods. Maintain engineering operational effectiveness; manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide Good Governance; Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Mr KJ Mahloko Tel No: (011) 713 6051
- APPLICATIONS** : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.
- FOR ATTENTION** : Mr M Mudau
- POST 06/08** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/08**
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Durban Regional Office
- REQUIREMENTS** : A senior certificate. A relevant Bachelor's degree or equivalent qualification in technical field/built environment with a minimum of six years post qualification experience. Registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.
- DUTIES** : Monitor the performance of Project Managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of the Built Environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously

receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and to make recommendations to the approving authority within the department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate to secure all funding required for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues with the department. Adhere to conditions of OHS. Conduct research on new best practises of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients. Provide expert advice to the department.

ENQUIRIES : Mr KB Mbhele Tel No: (031) 314 7163
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets, Durban.
FOR ATTENTION : Ms NS Nxumalo

POST 06/09 : **CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2024/09 (X2 POSTS)**

SALARY : R990 747 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : At least a B-degree in Quantity Surveying (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Extensive experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential.

DUTIES : Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for at both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both consultant's and contractor's fee accounts. Update relevant quantity Surveying manuals, norms and standards. Ensure the adoption of technical and quality strategies. Provide solutions on non-compliance on quantity determination. Supervise junior quantity surveyors. Mentor candidate quantity surveyors.

ENQUIRIES : Mr M Tladi Tel No: (012) 492 3247
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 06/10 : **CHIEF ARCHITECT (GRADE A) REF NO: 2024/10**

SALARY : R990 747 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	At least a B-degree in Architecture/ Architectural Studies (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant post qualification experience in the field of Architecture. Compulsory registration as a Professional Architect with the South African Council for Architectural Profession (SACAP) (Architectural Technologist will not be considered). A valid driver's licence. Extensive experience in Architectural services in building projects. Experience as a Principal Agent across the project life cycle. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing and leading junior technicians, technologist and candidates.
<u>DUTIES</u>	:	Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's conceptual and detail designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various buildings. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Conduct quality control over the work of the consultant and the contractor during the execution phase of a project. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Undertake detail design, documentation and implementation of selected projects. Engage with client departments and stakeholders on technical matters. Review and audit final professional fees for Architectural professionals. Accept responsibility for the development, implementation, review and regular updating of standardised Architectural practice manuals for the Department. Supervise junior Architects. Mentor candidate Architects.
<u>ENQUIRIES</u>	:	Mr M Tladi Tel No: (012) 492 3247
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 06/11</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2024/11</u>
<u>SALARY</u>	:	R990 747 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	At least a B-degree in Quantity Surveying (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract building law to the extent applied in the profession. Quantity surveying and planning skills. Extensive knowledge of all Quantity Surveying aspects of the building and construction environment.
<u>DUTIES</u>	:	Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management services on all building-related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Carry out administration and budget control in terms of Government acts and regulations.
<u>ENQUIRIES</u>	:	Mr D Sewada Tel No: (012) 310 5399

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

FOR ATTENTION : Ms K Tlhapane/ Ms MC Lekganyane

POST 06/12 : **CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2024/12**

SALARY : R990 747 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Mthatha (Eastern Cape Regional Office)

REQUIREMENTS : A Degree in Quantity Surveying or relevant qualification and compulsory registration with the South African Council of Quantity Surveying Professionals (SACQSP) as a Professional Quantity Surveyor is compulsory with minimum of six (6) years post-qualification experience as a registered Quantity Surveyor. A valid driver's license. Knowledge: A good understanding and competence in the context of the built environment, developed knowledge and understanding of National Government's responsibility to improve access to government services, legislative and legal aspects of built environment development and informed decision-making. Knowledge of contract and building law to the extent applied in the profession, Quantity Surveying & planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying filed Skills: Well-developed project management, Quantity surveying, analytical, planning, legal compliance, interpersonal communication, computer-aided engineering applications, computer skills in Ms Office suite, technical consulting, executive report-writing and presentation skills. Must be people orientated, change management, strategic capability and leadership skills.

DUTIES : Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Prepare estimates on building projects or design changes. Validate that construction projects are implemented in compliance with approved cost norms. Provide QS inputs to the User Asset Management Plan (UAMP). Serve on transverse task teams /committees as required. Quality control of work delivered by employees. Monitor the budget and expenditures on Financial accounting directorate. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of government acts and regulations.

ENQUIRIES : Ms N Hlengwa Tel No: (047) 502 7010/7088

APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha, 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 06/13 : **CONTROL GEOGRAPHIC INFORMATION SCIENCE (GISc) TECHNOLOGIST (EPWP) (GRADE A) REF NO: 2024/13**

SALARY : R831 309 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and 3 to 4 years GISc or related Bachelor Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC)/PLATO as a GISc Technologist. Job related Knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical

consulting. Job related skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license. Willing to travel throughout South Africa. Willing to adapt to a work schedule in accordance with office requirements.

DUTIES

: Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in the Department. Develop training manual end users on skills regarding to GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customize to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GIS standards.

ENQUIRIES

: Mr GR Brijman Tel No: (012) 492 3092

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms NP Mudau

POST 06/14

: **PRODUCTION ENGINEER: STRUCTURAL (GRADE A) REF NO: 2024/14**

SALARY

: R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of structural engineering particularly in the field of buildings and aspects related thereto. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES

: Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical

inspections and integrity surveys on various structural engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised structural engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES : Mr T Mathabatha Tel No: (012) 406 1596
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms NP Mudau

POST 06/15 : **PRODUCTION ENGINEER: CIVIL (GRADE A) REF NO: 2024/15**

SALARY : R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES : Mr M Ramushu Tel No: (012) 406 2109
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 06/16 : **CONSTRUCTION PROJECT MANAGER PRODUCTION (GRADE A) REF NO: 2024/16 (X2 POSTS)**

SALARY : R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Pretoria (Regional Office)

REQUIREMENTS : A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any

		Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr D Sewada Tel No: (012) 310 5399
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K Tlhapane/ Ms MC Leganyane
<u>POST 06/17</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2024/17 (X3 POSTS)</u>
<u>SALARY</u>	:	R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Bloemfontein (Regional Office)
<u>REQUIREMENTS</u>	:	National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Ms P Zweni Tel No: (051) 408 7348

APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 06/18 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/18 (X3 POSTS)**

SALARY : R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE REQUIREMENTS : Johannesburg (Regional Office)
A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager and/ or Furnish proof that you have applied to register with professional council and paid the prescribed application and registration fees. A Valid Driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and safety act as well as Building Regulations and Environment Conservation Act, Knowledge and Understanding of the Government procurement systems, Good Planning, Financial and budget skills, sound analytical and good written and verbal communication skills, Knowledge and understanding of JBCC and GCC form of Contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirement requirements. Ensure implementation of procurement activities and adherence thereof of government policies. Provide assistance implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives and delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/ maintenance of facilities; Ensure that construction project are implemented and executed as envisaged in the acquisition/ Procurement plan and that high quality projects are delivered within time cost and quality Framework.

ENQUIRIES APPLICATIONS : Mr KJ Mahloko Tel No: (011) 713 6051
Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 06/19 : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2024/19**
Re-advert, all applicants who previously applied are encouraged to re-apply.

SALARY : R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE REQUIREMENTS : Mmabatho (Regional Office)
A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager. A valid driver's licence. Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, Good planning, financial

DUTIES

: and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.
: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES
APPLICATIONS

: Mr K Nel Tel No: (018) 386 5291
: Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION

: Mr T Oagile

POST 06/20

: **CONSTRUCTION PROJECT MANAGER GARDE A REF NO: 2024/20 (X2 POSTS)**

SALARY

: R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE
REQUIREMENTS

: Cape Town (Regional Office)
: A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES

: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES
APPLICATIONS

: Ms T Kolele Tel No: (021) 402 2063
: Cape Town Regional Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, 8000 or hand delivered to Groundfloor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town.

FOR ATTENTION
NOTE

: Ms C Rossouw
: People with disabilities are encouraged to apply.

POST 06/21 : **ENGINEER (MECHANICAL) (GRADE A) REF NO: 2024/21**

SALARY : R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Kimberley (Regional Office)

REQUIREMENTS : A Bachelor degree in Mechanical Engineering or B Eng/ BSC (Eng/ or B-Tech Degree and three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer. A valid motor vehicle driving license. Knowledge of Mechanical Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Engineering design and analysis knowledge. Programme and Project Management, extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, research and development, proficient in computer-aided engineering applications, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Developing solutions and to provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Creating high performance culture. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356

APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms N Hlongwane

POST 06/22 : **ENGINEER PRODUCTION STRUCTURAL (GRADE A) REF NO: 2024/22**

SALARY : R795 147 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Kimberley (Regional Office)

REQUIREMENTS : A bachelor degree in Civil Engineering, BSc / BEng. A minimum of 3 years post qualification engineering (Civil) experience and Compulsory registration with ECSA as a Professional Engineer (Pr Eng.) A valid motor vehicle Drivers' license. Knowledge of Civil and Structural Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Programme and Project Management, extensive knowledge of all civil/structural

engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Assessment of Civil (wet services and pavement structure) and structural infrastructure. Developing solutions and provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms N Hlongwane

POST 06/23 : **QUANTITY SURVEYOR PRODUCTION (GRADE A) REF NO: 2024/23**

SALARY : R687 879 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town (Regional Office)

REQUIREMENTS : B-Tech Degree in Quantity Surveying or equivalent. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Three years post qualification Quantity Survey experience is required. Skills: Financial management, customer focus and responsiveness. Communication, computer literacy, planning and organising. Conflict management, problem solving and analysis. People management, change management. Appropriate and good understanding of all relevant legislation and construction industry contracts. Programme and project management; Quantity Survey principles and methodologies; Research and development; computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; creating high; performance culture; Networking; Professional judgment. Applied knowledge of all Built environment legislatives/regulating requirements. A valid driver's license and the ability/willingness to travel.

DUTIES : Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices.

Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects. Ensure effective office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery and estimates accomplished by building. Designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Research and development: Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey-related matters. Supervise employees to ensure effective services: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

- ENQUIRIES** : Ms T Kolele Tel No: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms C Rossouw
- POST 06/24** : **PRODUCTION ARCHITECT (GRADE A) REF NO: 2024/24**
- SALARY** : R687 879 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Kimberley (Regional Office)
- REQUIREMENTS** : B degree in Architecture or relevant qualification, three (3) years' post qualification experience in Architectural field, Registration with SACAP as a Professional Architect. A valid Drivers' license. Knowledge of Architectural design and analysis knowledge, Architectural principles Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture, ensure adherence and compliance to legal, safety and health requirements, provide architectural advice and technical support in the evaluation of solutions, ensure the adoption of technical and quality strategies, develop architectural related policies, methods and practices, provide solution on non-compliance and failure of designs, review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel, ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, supervise architectural work and processes, Administer Performance management and development. Office administration and budget planning; Manage resources, prepare and consolidate

inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement SCM and human resource administration, monitor and control expenditure, report on expenditure and service delivery. Research and development; Continuous professional development to keep up with new technologies and procedures, research/literature studies on architecture to improve expertise, liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION : Ms N Hlongwane

POST 06/25 : **PROFESSIONAL QUANTITY SURVEYOR (GRADE A) REF NO: 2024/25 (X2 POSTS)**

SALARY : R687 879 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : At least a B-degree in Quantity Surveying. A minimum of 3 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential.

DUTIES : Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for at both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both consultant's and contractor's fee accounts. Provide solutions on non-compliance on quantity determination.

ENQUIRIES : Mr M Tladi Tel No: (012) 492 3247
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 06/26 : **ENGINEERING TECHNOLOGIST PRODUCTION (GRADE C) REF NO: 2024/26**

SALARY : R531 117 per annum, (OSD salary package)

CENTRE : Johannesburg (Regional Office)

REQUIREMENTS : A Bachelor of Technology in Engineering (B Tech) or relevant qualification, Three years post Qualification Engineering Technologist experience required Valid Driver's License, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing, Networking, Professional judgment, Problem solving and analysis, Decision Making, Team leadership, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer Skills, Planning and Organizing, People Management.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports, Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr KJ Mahloko Tel No: (011) 713 6051
APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 06/27 : **ENGINEERING TECHNICIAN CONTROL (GRADE A) REF NO: 2024/27**

SALARY : R499 275 per annum, (OSD salary package)
CENTRE : Johannesburg (Regional Office)
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Registration with ECSA as Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: Civil/Structural Engineering best practice, project management, extensive knowledge of all civil/structural engineering aspects of the building and construction environment, research and development, Public Finance Management Act, Occupational Health and Safety Act Supply Chain Management and Contract Management. Skills: ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan and develop. Implement and maintain databases. Manage, supervise and control technical and related personnel and assets. The effective management of office administration. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters and extent of effective research and development.

ENQUIRIES : Mr. J Mahloko Tel No: (011) 713 6136
APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 06/28 : **CONTROL SCIENTIFIC TECHNICIAN: WATER MANAGEMENT REF NO: 2024/28**

SALARY : R499 275 per annum, (OSD salary package)
CENTRE : Gqeberha (Port Elizabeth Regional Office)
REQUIREMENTS : A Three year tertiary qualification in Water Care or Analytical Chemistry, Chemical Engineering and a Water and Sanitation Qualification with relevant exposure or experience in water and waste water treatment. Valid Motor/vehicle driver's licence. Registration with SACNASP as a Certificated Natural Scientist is compulsory. Six (6) years post qualification technical (scientific) experience. Demonstrating a high

level of competencies in water and waste water treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on bio filters, aerators, mechanical screens, etc.). Computer literacy, Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regards to drinking and waste water treatment processes. Working knowledge of the design and operational procedures of water care facilities will be great advantage. Knowledge of applicable legislative framework, such as the Water Act, Water Service Act, National Environmental Management Act and relevant Regulations, e.g. Blue Green No Drop.

DUTIES

: Manage water and waste water treatment laboratory activities. Ensure collected water and waste water are correctly marked and tagged. Manage the undertaking of chemical and bacteriological analysis on water samples collected. Prepare and present analytical test results on water and waste water samples. Prepare and present analytical test results on water and waste water samples. Ensure that all tests undertaken comply with all statutes applicable to water purification. Oversee the safekeeping of water and waste water samples. Oversee the implementation and maintenance of laboratory related safety measures. Ensure that laboratory equipment is kept clean at all times. Oversee the correct disposal of expired samples and chemical reagents. Provide management support and ensure effective administration on water and waste water treatment plants. Contribute to scheduling of water and waste water treatment plants annual inspections plans. Assist with the compilation of water registration schedules. Provide support on the special water inspections. Assist with ensuring that water plants comply with safety codes and regulations. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Ensure research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on relevant technology to improve expertise. Liaise with relevant bodies/councils on scientific related matters. Provide support on the compilation of water laboratory test manuals. Supervise employees to ensure effective services: Mentor, train and develop subordinate and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound principles and code of practice. Allocate duties and do quality control of the work delivered by subordinates. Advice and lead subordinates with regard to all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES
APPLICATIONS**

: Mr SL Jikeka Tel No: (041) 408 2074
 : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

FOR ATTENTION

: Ms PT Buswa

POST 06/29

: **ENGINEERING TECHNOLOGIST PRODUCTION (GRADE A) REF NO: 2024/29**

**SALARY
CENTRE
REQUIREMENTS**

: R410 388 per annum, (OSD package)
 : Johannesburg (Regional Office)
 : A Bachelor of Technology in Engineering (B Tech) or relevant qualification, Three years post Qualification Engineering Technologist experience required Valid Driver's License, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing, Networking, Professional judgment, Problem solving and analysis, Decision Making, Team leadership, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer Skills, Planning and Organizing, People Management.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports, Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr KJ Mahloko Tel No: (011) 713 6051
APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 06/30 : **ARTISAN FOREMAN (GRADE A): ELECTRICAL REF NO: 2024/30**

SALARY : R344 811 per annum, (OSD package)
CENTRE : Durban (Regional Office)
REQUIREMENTS : Appropriate Electrical trade test (Trade Test Certificate). Five years post qualification. Knowledge of the OHS Act and practices. A valid driver's license Code 8 or more Skills & Competencies: Ability to communicate effectively at operational level. Strong leadership and management ability. Problem solving.

DUTIES : Supervise, mentor and evaluation of personnel. Manage equipment, tools and machinery. Monitor job requests. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of projects. Do quotations for materials & Tools. Perform electrical related duties. Do electrical faults finding. To work after hours and over the weekends when requested do so. Transport electrical officials, tools & equipment to sites. Compile scope of works. Monitor utilization of state resources.

ENQUIRIES : Mr MM Zuma at (072) 406 5212
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 06/31 : **ARTISAN FOREMAN (GRADE A): PLUMBING WORKSHOP REF NO: 2024/31**

SALARY : R344 811 per annum, (OSD package)
CENTRE : Pretoria (Regional Office)
REQUIREMENTS : Five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance.

DUTIES : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults.

ENQUIRIES : Mr S Kutu Tel No: (012) 310 5993
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms K Tlhapane/ Ms MC Leganyane

POST 06/32 : **ARTISAN FOREMAN (GRADE A): WELDING WORKSHOP REF NO: 2024/32**

SALARY : R344 811 per annum, (OSD package)
CENTRE : Pretoria (Regional Office)

<u>REQUIREMENTS</u>	:	Five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHS Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance.
<u>DUTIES</u>	:	Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Kutu Tel No: (012) 310 5993
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K Tlhapane/ Ms MC Lekganyane
<u>POST 06/33</u>	:	<u>ARTISAN FOREMAN (GRADE A): CARPENTRY WORKSHOP REF NO: 2024/33</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R344 811 per annum, (OSD package)
	:	Pretoria (Regional Office)
	:	Five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHS Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance.
<u>DUTIES</u>	:	Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Kutu Tel No: (012) 310 5993
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K Tlhapane/ Ms MC Lekganyane
<u>POST 06/34</u>	:	<u>ARTISAN PRODUCTION (GRADE A): PAINTING REF NO: 2024/34</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R220 533 per annum, (OSD)
	:	Durban (Regional Office)
	:	Appropriate Trade Test. Valid Driver's license Code 8 or more. Two years' work related experience for painting buildings. Skills & Competencies: Problem Solving skills, Ability to communicate effectively at operational level. Supervision skills. Technical skills. Ability to mix paint.
<u>DUTIES</u>	:	Maintenance including new work to painting infrastructure works. Maintain tools. Compile material quantities per project. Report technical faults. Supervise assistants and Trainees. Mentor assistants and trainees. Do quotations for materials and tools. Report technical faults. Perform painting related duties. Do glazing. Transport painting officials, tools & equipment to sites.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MM Zuma at (072) 406 5212
	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets, Durban.
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 06/35</u>	:	<u>ARTISAN PRODUCTION (GRADE A): (BRICKLAYER) WORKSHOP REF NO: 2024/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R220 533 per annum, (OSD salary package)
	:	Cape Town (Regional Office)
	:	Appropriate Trade Test in Bricklaying. A valid Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. Must have General knowledge of tools, equipment and machinery in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to

buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough and Antarctica) & Robben Island.

- ENQUIRIES** : Mr T Mudau Tel No: (021) 402 2333, Mr M Stephens Tel No: (021) 402 2334, Mr ME Gazi Tel No: (021) 402 2185
- APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms C Rossouw

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 nd Floor Pencardia 1 Building.
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	08 March 2024
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the new Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position. NB: It is the Department's intention to promote equity (race, gender and disability) through the filling of this position with a candidate whose appointment/transfer/promotion will promote representivity in line with the numeric targets as contained in the departments Employment Equity plan. Women and Persons with Disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 06/36</u>	:	<u>CHIEF DIRECTOR: POLICY & LEGISLATION REF NO: 2024/02</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (an all-inclusive remuneration package), 70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF7) in Law or Public policy/monitoring & evaluation/Research or any relevant qualification in the public administration fields plus 5 years experience at senior management level. A relevant qualification at NQF level 8 will serve as an added advantage. A Certificate for entry into the Senior Management Services (SMS). A valid/drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management, Technical competencies: Legislation drafting, Legislation implementation and monitoring, Legislation implementation coordination, Excellent Research and analytical thinking, Sector legislation drafting and implementation, Sector Socio-Economic Impact Analysis (SEIAS), Legislation interpretation, Advanced Research skills. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication, Problem solving and analysis, Coordination, Planning and organizing, Team leadership.

DUTIES

: The successful candidate will perform the following duties: Lead the drafting of traditional affairs sector national policies, legislation, sub-ordinate legislation, norms and standards and provide quality assurance thereof. Lead and manage implementation of and identification of gaps in the national traditional affairs policies, legislation, sub-ordinate legislation and norms and standards. Establish and manage systems for monitoring and coordinating implementation of and compliance with national traditional affairs sector policies and legislation. Advice the Department, COGTA Ministry, Government and stakeholders on national traditional affairs legislation and provide interpretation thereof. Lead policy research to inform the content, drafting and review of legislation, sub-ordinate legislation and norms and standards. Manage human and financial resources of the Chief Directorate.

ENQUIRIES

: Ms RS Mogaladi Tel No: (012) 334 0549

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

APPLICATIONS

: Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: recruitment@ecotp.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecotp.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

FOR ATTENTION

: Ms N. Mafu or Mr. N. Mhlawuli

CLOSING DATE

: 01 March 2024

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. FOR SMS (Senior Management Service) POSTS: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

POST 06/37 : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: OTP 01/02/2024**

SALARY CENTRE REQUIREMENTS : R1 371 558 - R1 635 897 per annum (Level 14), (all-inclusive salary package)
: Bhisho
: Matric with an NQF Level 7 Degree in Public Administration /Management or Development Studies/or any relevant degree in Social Sciences/Humanities/Economics or relevant field. Minimum 5 years' experience at Director level in a relevant area. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Key Competencies: Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Oversee the implementation of provincial performance monitoring and reporting programmes: Ensuring coordination of M&E policies and practices in the province by developing generic M&E framework and implementation plan. Ensuring provision of technical guidance and support to provincial departments and government institutions in processes of building and implementing their M&E systems. Facilitate monitoring and report on government programmes and key service delivery interventions of the province. Ensure establishment of effective monitoring and reporting frameworks and systems for effective implementation and reporting on government programmes in alignment with national and provincial objectives. Ensure development and implementation of integrated provincial government performance monitoring programmes. Facilitate development/establishment of an effective Provincial Performance Monitoring, Reporting and Evaluation Machinery. Oversee implementation of the Provincial Government Programme of Action. Oversee development and implementation of performance improvement plans. Ensure resolution of service delivery blockage and complaints, further facilitating reporting on same as required. Oversee the development and implementation of Evaluation Plans aligned with the National Evaluation Policy Framework and Guidelines (Performance Evaluation): Ensure liaison with provincial departments and other government institutions to identify policies, programmes and projects that should be evaluated, further ensuring budget provision for these. Facilitate provision of advice and support to departments on the development and implementation of evaluation plans. Facilitate the implementation of evaluation studies in the province, in collaboration with relevant institutions. Oversee the facilitation of the development of programme improvement plans based on evaluation results; further seeing to monitoring and incorporation of planning and budget processes accordingly. Ensure coordination of all performance monitoring and evaluation governance systems implementation in the province in line with the DPME guidelines and frameworks. Oversee the implementation of provincial monitoring and verification programmes: Ensure verification of programme and project delivery in districts including reporting of same. Ensure monitoring and evaluation of frontline service delivery in identified institutions. Ensure strengthening of citizen participation in the monitoring of government service delivery and ensure feedback loops are closed. Monitor and evaluate Frontline Service Delivery in identified institutions. Oversee the verification of programme and project delivery in districts. Support the strengthening of citizen participation in the monitoring of government service delivery and provide regular feedback to citizens. Support Operation Masiphathisane by monitoring and evaluating the effective operation of ward, local and districts war rooms. Facilitate

the resolution of service delivery blockages and complaints. Oversee the implementation of integrated provincial performance monitoring & evaluation data management systems: Ensure the design, implementation and maintenance of architectural integration of systems to secure appropriate data management across the province for appropriate reporting and decision making. Oversee the management the presidential hotline. Ensure establishment and implementation of effective performance monitoring and evaluation data systems. Ensure establishment of effective performance information management systems. Facilitate collaboration with relevant stakeholders to ensure provision of integrated monitoring and evaluation data to inform decision making, planning and resourcing in the province. Ensure the coordination and resolution of petitions in the province. Establish the provincial hotline, manage public complaints, redirect and facilitate the resolutions thereof. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with Corporate Governance and planning imperatives.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mphulu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/38 : **DIRECTOR: ENTREPRENEURSHIP AND EMPOWERMENT REF NO: OTP 02/02/2024**

SALARY CENTRE REQUIREMENTS : R1 162 200 - R1 365 411 per annum (Leve 13), (all-inclusive salary package)
 : Bhisho
 : NQF Level 7 as recognised by SAQA in Business Economics, Economics, Development Finance, Corporate Finance, Public Administration, Social Sciences or any other equivalent/relevant qualification. Minimum 5 years' experience as Deputy Director in Development Finance or Funding Coordination and Entrepreneurship support environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Advance the economic mainstreaming of youth by spearheading the coordination of funding opportunities for Youth-owned Small, Medium, and Micro Enterprises (SMMEs) and Cooperatives. Proactively explore and identify avenues for youth participation in the economy, overseeing the development and implementation of a comprehensive provincial Youth SMME Development Plan. Monitoring and ensuring government compliance with youth procurement, leveraging a specialized payment tracking platform for Youth SMMEs and Cooperatives. Tracking, reporting, and facilitating the creation of job opportunities through diverse funding programs and government interventions. Champion the support for existing youth enterprises by coordinating mentorship, incubation and assistance programmes to youth-owned businesses through national, provincial departments and municipalities. Creating awareness, encouraging small business and cooperative development, and ensuring access to essential resources such as finance, skills development, market linkages, and networking opportunities. Facilitation, coordination, and monitoring of youth programs within the Economic Cluster to align with the objectives of the Provincial Youth Development Strategy and the National Youth Policy. Lead the coordination of government spending to maximize its impact on youth economic empowerment. The successful candidate will be tasked with managing the allocated resources of the directorate in strict adherence to legislative and departmental policy directives, while ensuring compliance with

corporate governance and planning imperatives. Overall, the role requires a strategic and visionary leader committed to driving youth entrepreneurship, empowerment, and economic development.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/39 : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING (GOVERNANCE & ADMINISTRATION CLUSTER) REF NO: OTP 03/02/2024**
Re-advertisement, (those who applied before may need to re-apply)

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), (all-inclusive salary)
CENTRE : Bhisho
REQUIREMENTS :

NQF Level 7/ Degree as recognised by SAQA in Social Sciences/Public Administration/Public Management/Humanities/Development Studies / any other relevant qualification. Minimum 5 years' experience as Deputy Director within a performance monitoring environment. Experience in working within the Government Cluster system will be an added advantage. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Co-ordinate M & E policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and provide support to government institutions. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the M & E Framework and policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the

ENQUIRIES

implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.
: Ms Mafu at 0825622347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

OTHER POSTS

POST 06/40

: **SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 04/02/2024**
Re-advertisement, (those who applied before may need to re-apply)

SALARY
CENTRE
REQUIREMENTS

: R1 081 953 - R1 679 754 per annum, (all-inclusive salary package), (OSD – LP 9)
: Bhisho
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post admission legislative drafting and advisory experience. Applicants must understand the public service prescripts/laws and its application. A valid driver's license. A qualification in Legislative Drafting will be an advantage. Key Competencies: Sound knowledge of constitutional and administrative law, legislative drafting and advice, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws.

DUTIES

: Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analysing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legislation directorate within set timeframes.

ENQUIRIES

: Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/41

: **SENIOR STATE LAW ADVISOR: LEGAL COMPLIANCE REF NO: OTP 05/02/2023**

SALARY
CENTRE
REQUIREMENTS

: R1 081 953 - R1 679 754 per annum, (all-inclusive salary package), (OSD – LP 9)
: Bhisho
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post qualification advisory and contracts experience (a qualification in the drafting of contracts and agreements/constitutional law will be an added advantage). A valid driver's license. Applicants must understand the public service prescripts/laws and

its application. Key competencies: Sound knowledge of commercial, constitutional and administrative law as it applies to provincial government. Experience in the drafting and vetting of contracts and agreements. Knowledge of statutory and case law, regulations, prescripts and policies. Knowledge and experience in drafting and reviewing policies, manuals and Standard Operating Procedures. Knowledge and experience in the furnishing of legal advice and opinions and doing legal research. Analytical skills, communication skills. Ability to capacitate government officials on certain laws. Sound administrative skills and computer literacy are essential.

DUTIES : Drafting and vetting of contracts and agreements for the Office of the Premier and EC Provincial Government; Vetting of international instruments and agreements; Providing advice and legal opinions to the Office of the Premier, provincial government departments and other stakeholders; Co-ordination and support in legal compliance in the Province, especially in relation to the implementation of and compliance with PAIA, POPIA and PAJA; Liaising with internal and external stakeholders regarding compliance with PAIA, POPIA and PAJA; Reporting on constitutional court judgments; Draft and review policies, manuals and Standard Operating Procedures where applicable to legal compliance; Co-ordinate the effective and efficient running of the Legal Compliance directorate; Report on the Legal Compliance directorate's information as required by internal and external stakeholders; Develop the implementation of the Legal Compliance directorate's Annual Operational Plans; Monitor and report on the implementation thereof monthly, quarterly and annually.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: recruitment@ecotp.gov.za

POST 06/42 : **DEPUTY DIRECTOR: FACILITIES & SECURITY SERVICES REF NO: OTP 06/02/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate with an NQF level 6/7 qualification, National Diploma /Degree as recognized by SAQA in Public Administration/Business Administration/Public Management/Security/Facilities/Disaster Management and Built Environment. 3 years' experience at an Assistant Director within the similar environment. Valid driver's license. (with exception of persons with disabilities). Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of MISS and MPSS, Administrative Justice Act. Promotion of Access of Information Act. Ability to implement Government Immovable Asset Management Plan (GIAMA). Understanding of Occupational Health and Safety Act, no. 85 of 1993. Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Maintain building infrastructure and allocation of office accommodation. Ensure the provision and maintenance of security services. Ensure the provision of Housekeeping / Auxiliary Services. To ensure the provision of screening and vetting services. Manage human resource within the sub-directorate. Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: recruitment@ecotp.gov.za

POST 06/43 : **ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 07/02/2024 (X3 POSTS)**
Economic Development and Governance & Admin. Clusters
Re-advertisement, (those who applied before may need to re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Bhisho
: National Senior Certificate, NQF Level 6/7- National Diploma or Degree as recognised by SAQA National or any relevant qualification in Public Administration/ Development Studies/ Social Science/ Economics/ Development Economics. 3 years' experience in the strategy and development planning within similar environment. Knowledge and skills: Knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). A valid driver's license.

DUTIES : Co-ordination of the integrated Provincial medium- and long-term Strategic Plans. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals (SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Collaborate with different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Support the implementation of POA through the Cluster system. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Coordinate the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof to drive the implementation of the Infrastructure Plan. Support the development of Provincial Short term Strategic goals. Support the departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) to ensure alignment to provincial priorities and conformance to planning frameworks. Assist in the analysis of the provincial plans and IDPs to ensure alignment with government priorities and sectoral plans. Support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 0604729836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/44 : **ASSISTANT DIRECTOR: ICT OPERATING SYSTEM SECURITY (OSS) DEPARTMENTAL ICT REF NO: OTP 08/02/2024**
Re-advertisement, (those who applied before may need to re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Bhisho
: National Senior Certificate, NQF Level 6/ 7- National Diploma or Degree or any relevant qualification in IT-related field, Advanced Diploma qualification recognised by SAQA with more than five (5) years ICT industry experience, of which a minimum of 2 years should be maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). A valid driver's license. Advantageous Industry certification: Microsoft Certified: Security Operations Analyst Associate. certification(s). This Microsoft certifications is renewable

annually for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with this certification finalists will be issued the corresponding Microsoft exam voucher to take, and within one calendar week, submit proof of passing the respective exam before the preferred applicant can be considered suitable candidate for possible employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring, Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Manage security and compliance operations: Implement & Maintain platform protection. Secure data and application. Manage security operations. Review and assess the security landscape. Identity and access management: Manage identity and access. Synchronize Azure AD and Active Directory Domain Services. Review and implement roles in Azure AD. Deploy Azure AD privileged identity management. Information protection: Know, protect and prevent loss of OTP data. Implement & Maintain Information Protection in Microsoft 365. Implement Data Loss Prevention. Implement & Maintain Data Lifecycle and Records Management. Threat mitigation: Implement and manage threat protection. Plan and implement Microsoft Defender for Endpoint. Plan and implement Microsoft Sentinel. Simulate and hunt threats. Administer on-premises systems: Deploy and manage virtual applications. Plan and implement software updates to on-premises infrastructure. Administer the System Centre management fabric. Upgrade all on-premises systems with latest versions. Provide regular capacity reports.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/45 : **ASSISTANT DIRECTOR: ICT INFORMATION ARCHITECT: DEPARTMENTAL ICT REF NO: OTP 09/01/2024**

Re-advertisement, (those who applied before may need to re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Bhisho
: National Senior Certificate, - NQF Level 6/7, National Diploma or Degree qualification in Information Systems-related field, or Advanced Diploma with minimum of more than five (5) years ICT industry experience of which a minimum 1 year should be in NET programming. A valid driver's license. Advantageous Industry certification: Microsoft Certified: Power Platform Functional Consultant Associate. This Microsoft certifications is renewable annually for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with this certification finalists will be issued the corresponding Microsoft exam voucher to take, and within one calendar week, submit proof of passing the respective exam before the preferred applicant can be considered suitable candidate for possible employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring, Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Plan, Configure, and Manage Data Lake (within the Microsoft Dataverse): Plan & Manage data model/architecture. Configure Data Lake (MS Data verse); and Configure security settings. Create Microsoft Power Apps: Create & Manage model-driven apps; Manage use cases for canvas apps; and Build & Manage Power Pages. Create and Manage Process Automation: Create & Manage cloud flows; Create & Manage business process flows; and Create & Manage classic workflows. Manage and Visualise Data using Dataflows & PowerBI: Build & Manage Power BI in Power Platform; and Create & Use dataflows. Manage Application Lifecycle, Interoperability, and Microsoft Power Virtual Agents: Define and manage use cases for App Checker and Solution Checker; and identify and manage unmanaged solutions. Add apps to Microsoft Teams; Create Teams Channels; and User Power Automate Gateway where necessary. Define and

- Manage use cases for Power Virtual Agents and Define & Manage components of Power Virtual Agents.
- ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- POST 06/46** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 10/02/2024**
Re-advertisement, (those who applied before may need to re-apply)
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)
: Bhisho
: National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA or National Diploma in Social Sciences/Public Administration. 3 years' appropriate experience in Intergovernmental Relations, policy Development and Co-ordination of Programmes. Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills. A valid driver's license.
- DUTIES** : coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward-based planning integrated service Delivery Model (ISDM). Assist in the coordination and organisation of EXCO outreach Programme in the line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts and all local municipalities. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.
- ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- POST 06/47** : **ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP 11/02/2024**
Re-advertisement, (those who applied before may need to re-apply)
- SALARY** : R359 517 - R420 402 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Bhisho
	:	National Senior Certificate, NQF level 6/7- National Diploma or Degree qualification as recognised by SAQA in Operations Management / Work Study / Human Resource Management. Minimum of 2 years' experience in OD in the relevant field. A certificate in Management Sciences/ Job Evaluation/Organisation & Development Certificate may serve as an advantage. A valid driver's licence will be an added advantage. Knowledge and Skills: Knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCEA, EEA and related policies /regulations. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions.
<u>DUTIES</u>	:	Provide technical support in the development and maintenance of OTP's Organisational Structure and the documentation and development of business processes for the Department: Conduct OD investigations. Provide support in the development of Service Delivery Model. Facilitate the development of organisational structure. Liaise with the National Department on the development of organisational structure. Facilitate the development of business process architecture. Document business processes. Facilitate the development of Standard Operational Procedures. Conduct Job Design inclusive of Job Evaluation: Conduct work-study. Conduct work measurements exercise. Conduct JE research. Facilitate the development of Job Descriptions. Provide technical support in the development of departmental service delivery improvement plans and service charters: Provide support on the development of draft SDIP and Service Charter. Liaise with national department on the development of SDIP and Service Charter. Facilitate change management in the Department: Provide support in the development of communication plan. Provide support in the coordination of the provisioning of change management interventions. Facilitate the appointment of Change Agents in the Department.
<u>ENQUIRIES</u>	:	Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>POST 06/48</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR: INTEGRATED YOUTH DEVELOPMENT REF NO: OTP 12/02/2024</u> Re-advertisement, (those who applied before may need to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07)
	:	Bhisho
	:	National Senior Certificate, NQF level 6 - National Diploma qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification as recognized by the SAQA at (360) credits. Knowledge of Microsoft Office suite literacy at intermediate level. Minimum of 1-2 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. A Driver's license will be an added advantage. Knowledge and Skills; Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Chief Directors office. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the DDG. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding

engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to Chief Director regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the Chief Director with the administration of the office budget Collect and coordinate all the documents that relate to the DDG's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mphulu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/49 : **ICT NETWORK CONTROLLER REF NO: OTP 13/02/2024**
Component: Departmental ICT
Re-advertisement, (those who applied before may need to re-apply)

SALARY : R294 321 - R343 815 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF level 6/7 - National Diploma or Degree as recognised by SAQA in IT industry, with 1 – 2 years experience maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). Advantageous Industry Certifications Microsoft Certified: Windows Server Hybrid Administrator Associate and/or Azure Administrator Associate and/or Azure Network Engineer Associate and/or Azure Stack Hub Operator Associate certification(s) or other relevant Microsoft Technical certification. These Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with any of these certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring.

DUTIES

Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

: Administer windows server hybrid core infrastructure - Deploy and manage Active Directory Services in on-premises and cloud environments, manage windows servers and workloads in a hybrid environment, manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure, manage storage and file services. Implement, manage, and monitor a Microsoft Azure environment - Manage Azure identities and governance, implement and manage storage, deploy, and manage Azure compute resources, configure and manage virtual networking, monitor and maintain Azure resources. Plan, implement, and manage azure networking solutions - Design and implement core networking infrastructure, design, implement, and manage connectivity services, design, and implement application delivery services, design and implement private access to Azure services, secure network connectivity to Azure resources. Configuring and operating a hybrid cloud with Microsoft azure stack hub - Plan and deploy Azure Stack Hub, provide Hub services, manage infrastructure. Configure & manage network resources - End-to-end LAN and WAN connectivity, and functions of FTP, TFTP, Telnet, Secure Shell (SSH), and Ping, Cisco router and switch models, and their interfaces. Ensure Cisco IOS CLI functions are used for interpreting and updating the basic Cisco IOS Software. Use Console Port and Terminal Program to manage configurations and perform software upgrade or downgrade using TFTP, FTP, XMODEM, tftpdnld, and USB Storage. Manage the physical network layer in terms of cabling and network termination points.

ENQUIRIES

: Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/50

ICT USER SUPPORT TECHNICIAN REF NO: OTP 14/02/2024 (X2 POSTS)

Component: Departmental ICT

Re-advertisement, (those who applied before may need to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 - R343 815 per annum (Level 07)

: Bhisho

: National Senior Certificate, NQF level 6/7 - National Diploma or Degree as recognised by SAQA in IT industry, with 1-2 years' experience in ICT End User computing support and Service Desk operations. Advantageous Industry certifications: Microsoft 365 Certified: Modern Desktop Administrator Associate certification or other relevant Microsoft Technical Certifications. Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with the relevant certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring, Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES

: Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, Configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/51 : **HR PRACTITIONER: CONDITIONS OF SERVICE REF NO: OTP 15/01/2024**

SALARY : R294 321 - R343 815 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF 6 Level (National Diploma) qualification certificate as recognized by SAQA in Human Resources Management/Public Administration/ Public Management. Successful completion of PERSAL Introduction Certificate (proof of certificate submitted only when shortlisted). 1-2 years relevant experience in Human Resource Management environment. Knowledge and Skills: Knowledge, understanding, interpretation, and application of legislation that governs the Public Service. Knowledge and understanding of the Public Service Act, 1994 as amended, Public Service Regulations 2016 as amended, Public Finance Management Act, 1999 as amended, Occupational Health and Safety Act, 1993, Basic Conditions of Employment Act, 1997. Understanding and interpretation of DPSA, National Treasury, Provincial Treasury, and Departmental prescripts, policies, and circulars applicable to Human Resources Management Knowledge of Human Resources Information Systems such as PERSAL (Personnel and Salary), E-Leave, and PMDS systems. Computer literacy, Interpersonal Relationships, Report writing, Communication (Verbal and written communication), Planning, and Organizing skills.

DUTIES : Administer Conditions of Service including Leave Management, PILIR, Government Employees Housing Scheme (GEHS) and Housing Allowance. Administer Government Employees' Medical Scheme and Assistance, Long service recognitions and awards, and Injury on duty. Administer the Exit Management for employees of the department including pension benefits and leave gratuity payments; Administer garnishee orders, resettlements, subsistence, travel and overtime claims. Administer any other employee-related service benefits, privileges, and allowances. Assist in the development, review, and implementation of the departmental HR policies in the department.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/52 : **HR PRACTITIONER: HRMIS REF NO: OTP 16/02/2024**

SALARY : R294 321 - R343 815 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF 6 Level (National Diploma) qualification as recognized by SAQA in Human Resources Management/Public Administration/ Public Management. Successful completion of PERSAL Introduction and Establishment (proof of certificates is submitted only when shortlisted). 1-2 years relevant experience in Human Resource Management environment. Knowledge and Skills: Knowledge, understanding, interpretation, and application of legislation that govern the Public Service. Knowledge and understanding of the Public Finance Management Act, 1999 as amended, Public Service Act, 1994 as amended, Public Service Regulations 2016 as amended, Occupational Health and Safety Act, 1993, Basic Conditions of Employment Act, 1997. Understanding and interpretation of DPSA, National Treasury, Provincial Treasury and Departmental prescripts, policies and circulars applicable to PERSAL system. Knowledge of PERSAL (Personnel and Salary) System. Computer literacy, Interpersonal Relations, Report writing, Communication (Verbal and written communication), Planning, and Organizing skills.

DUTIES : Administer the creation, maintenance, and abolishment of the approved departmental structure on PERSAL. Administer the implementation of PERSAL Centralisation and ensure sound User Account Management. Administer HRIMS (PERSAL) and provide Management Information reports to line managers and render user support function. Compile monthly, quarterly, half-yearly, and annual PERSAL Management reports and other reports required by internal and external

clients, Finance Management, Internal Audit, Auditor General, and other departments. Administer the updating of Employee Personal Information in terms of NMIR and PERSAL Clean-up Strategy. Assist internal and external clients with PERSAL enquiries and requests regarding the PERSAL Establishment and Personnel related information.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 06/53 : **SURVEILLANCE (SECURITY) OPERATORS REF NO: OTP 17/02/2024 (X2 POSTS)**
(Fixed term contract of 12 months)

SALARY : R202 233 – R235 611 per annum, (annual salary plus 37% in lieu of service benefits (Level 05)

CENTRE REQUIREMENTS : Bhisho
: Matric Certificate or National Senior Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade B security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, Minimum of 2 years' experience in the Physical Security environment. Job related knowledge: Knowledge of control room procedure Closed Circuit Television (CCTV) surveillance system. The Criminal Procedure Act. Minimum Physical Security Standards (MPSS) document. Minimum Information Security Standard (MISS) document. Occupational Health and Safety (OHS) Act. Job related skills: Investigation skills. Computer literacy. Communication skills (verbal and written). Facilitation skills. Report writing skills. Presentations skills. Liaison skills. Interpersonal skills. A valid driver's license will be added advantage. Skills and Competencies: Good verbal communication skills. Good work ethic Interpersonal skills, Good communication (verbal and written); Problem solving and decision making skills; Interpersonal Relations; Teambuilding, People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.

DUTIES : Support with the management with physical security operations. Oversee control room operations. Coordinate repairs or replacement of malfunction security system. Conduct security inspection of all security equipment's. Ensure access control compliance and adherence of security policies. Coordinate and monitor key control measures. Assist with preliminary investigation for security breaches. Report all breaches to all relevant stakeholders. Create registers for security breaches. Ensure officials open cases with South African Police Services (SAPS). Inform management immediately.

ENQUIRIES : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

PROVINCIAL TREASURY

APPLICATIONS : Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: Theliswa.nkonyile@ectreasury.gov.za/ or Olwethu.mjali@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

FOR ATTENTION : Ms T. Nkonyile or Ms. O. Mjali

CLOSING DATE
NOTE

: 01 March 2024
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

POST 06/54

: **DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENTS OF HEALTH REF NO: PT 01/02/2024 (X2 POSTS)**
(12 Months Contract)

SALARY
CENTRE
REQUIREMENTS

: R1 162 200 per annum (Level 13), (all-inclusive)
: Bhisho
: National Senior Certificate, Three-year Degree (NQF level 7) Finance or Public Management coupled with Minimum 7 years' work experience in Financial Management or Public Administration environment, of which 5 years should be middle management (Deputy Director) level. A certification in Project Management and experience in managing financial management related projects will be an added advantage. Skills And Competencies: Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, understanding of legislative

		framework that governs the Public Financial Management Systems, applications of project management tools and methodologies in financial management related area, etc.
<u>DUTIES</u>	:	Manage Projects and Support the Programme Manager in leading the execution of turnaround plans by ensuring that project timeframes and objectives are met. Support the oversight and accountability in the management of resources allocated to the programme (Technical Support Unit). Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Oversee, support and manage the projects as determined from time to time. Support, digitalization, change management and business re-engineering strategies. Ensure integration of support initiatives with conventional programmes by engaging relevant sponsors for on-going improvement towards the desires impact. Ensure accurate management information to support decision making. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / Or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs). EE Target: African Females
<u>NOTE</u>	:	
<u>POST 06/55</u>	:	<u>CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT 02/02/2024</u> (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), (all-inclusive) Bhisho National Senior Certificate, A Bachelor's Degree (NQF level 7 as recognised by SAQA) in Human Resource Management / Industrial Psychology / Public Management (NQF 7) coupled with minimum of 7 years' relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management or related field environment.
<u>DUTIES</u>	:	Facilitate Changes in Technology, Human Behaviour and Processes with Minimal Cost and Disruption to the department, in a manner that enhances and ensures achievement and delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods, and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change. strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural, and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. Systematically Analyse Departmental Activities or processes with a view to improving the department's alignment with the strategic goals and or its effectiveness and efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change. Monitor and Implement Records and Facilities Management; Ensure development, monitor and implementation of departmental policies, procedures, and processes with regards to the planning and provisioning of office support registry requirements. Ensure that workplace complies to legislation requirements, especially the Occupational Health & Safety Act. Ensure development and implementation of electronic document management system. Ensure development and implementation of departmental file plan. Ensure movement of office equipment and furniture is done with prior approval and within the standards of the department. Ensure provisioning of departmental document management complies with National and Provincial Archives Act.

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

NOTE : EE Target: African Female

OTHER POSTS

POST 06/56 : **DEPUTY DIRECTOR: FORENSIC: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 03/02/2024**
(Fixed Term of 12 Months Contract)
Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: Bhisho
: National Senior Certificate, A Three-Year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Accounting / Financial Management / Criminal law / Investigation. Minimum 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner (FPSA) will be used as an added advantage. Registered with a Professional accounting/ law or investigation Association or Professional Body will also be an added advantage. Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

DUTIES : Render support to the Forensic Audit Strategy of Departments: Give input into the development, planning, implementing, and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide Forensic Support and Capacity Building to Provincial Government Institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render support in Ensuring compliance to regulatory frameworks within the province: Assist the Director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor Departments Forensic Capacity If Available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained, and safeguarded.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE : EE Target: White Male

POST 06/57 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT EXPERT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 04/02/2024**
(Fixed Term of 12 Months Contract)
Purpose: To support turnaround interventions towards efficient management of Supply Chain Management and Asset Management for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: Bhisho
: National Senior Certificate, A Three-Year Degree, or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Supply Chain Management /Financial Management coupled with minimum 5 years' experience in Supply Chain Management of which 3 years should be at Middle Management Level (Assistant Director Level). Skills and Competencies: Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.

DUTIES : Review policies and provide support for effective controls in the Supply Chain Management and Asset Management operational and strategic environment, explore opportunities for use of latest technologies to enhance performance in Supply Chain Management and Asset Management, ensure accurate management information to support decision making, preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

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

NOTE : EE Target: Coloured Male

POST 06/58 : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT 05/02/2024**
(Fixed Term 12 Months Contracts)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: Bhisho
: National Senior Certificate, A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management (Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

DUTIES : Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management.

Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE : EE Target: African Male

POST 06/59 : **DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/02/2024**
(01 Year Contract)

SALARY : R811 560 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management, and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and Mscoa.

DUTIES : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation, and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support, and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholder.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE : EE Target: White Female

POST 06/60 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: PT 07/02/2024**
(Fixed Term 12 Months Contract)

Purpose: To manage the planning, monitoring of the infrastructure delivery and performance by Municipal Infrastructure

SALARY : R811 560 per annum (Level 11)

CENTRE REQUIREMENTS : Bhisho
: National Senior Certificate, Degree/B-TECH/BSC Built Environment in (Civil Engineering, Quantity Surveying, Project Management) (NQF level 7 as recognised by SAQA). Coupled with a minimum of 5 years' experience in Built Environment in public sector or local government infrastructure of which 3 years must be at an Assistant Director level or higher. A valid driver's License. Professional registration with Engineering Council of South Africa (ECSA)/South African Council for the Quantity Surveying Profession (SACQSP)/South African Council for the Project and Construction Management Professions (SACPCMP) will add an advantage. Skills and Competencies: Knowledge of Microsoft Office especially for Power Point, Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation and Computer Literacy.

DUTIES : Preparing presentations on a monthly and quarterly basis for a number of Technical and Political IGR Forums in the Province with respect to Municipal Infrastructure. Preparation of quarterly reports as per Operational Plan for the unit. Attending technical one on one sessions with struggling Municipalities. Participate on Section 17, 18 and 19 of the Division of Revenue Act (withholding, stopping and re-allocation of funds). Conducting Division of Revenue Act (DoRA) workshops on annual basis. Conducting technical site visits on municipal funded projects. Analyse the municipal infrastructure funding frameworks and long-term infrastructure planning, Integrated Portfolio Management Plans. Analyse departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Provide inputs into the municipal infrastructure strategy as well as support and monitor the implementation of strategies. Analyse the Procurement Plans of the municipal infrastructure grants funded projects for municipalities. Infrastructure Expenditure Performance Report. Analyse infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans and provide support to infrastructure departments. Undertake technical infrastructure site visits to verify of value for money (e.g. Payments are compared against physical progress made). Conducting Gateway Review sessions in line Framework for Infrastructure Delivery and Procurement Management (FIDPM), informed MFMA Circular 109.

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

NOTE : EE Target: African Male

POST 06/61 : **DEPUTY DIRECTOR: LOGIS IMPLEMENTATION REF NO: PT 08/02/2024**
Purpose: To Manage, Plan, Coordinate LOGIS support and Implementation in Provincial Departments.

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: Bhisho
: National Senior Certificate, A Three-Year Degree or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Commerce, coupled with minimum 5 years' experience in LOGIS environment of which 3 years should be at Middle Management Level (Assistant Director Level). Successful completion of LOGIS System Controller Course is compulsory (System Controller Certificate must be submitted on the interview date). Skills and Competencies: Public Finance Management Act, Financial Accounting, Performance Management, LOGIS System Controller, Asset Management Policies / Guidelines, SCM Policies / Guidelines, Computer literate in Microsoft Office applications such as Word, Excel, PowerPoint, Notepad., LOGIS Asset Management, LOGIS Asset Miscellaneous, LOGIS Asset Verification, and BAS. LOGIS management reporting Communication Skills, Report Writing Skills, Presentation Skills.

DUTIES : manage implementation of LOGIS system to all provincial departments: Manage the Implementation Coordinators to ensure the Implementation of the Logistical Information System (LOGIS) in all Eastern Cape Provincial Departments. Review onsite assessments at client premises to ensure readiness for LOGIS

implementation and finalise relevant report. Assist client departments to craft their individual project plans and establish project teams. Review and finalise data Preparation Plans. Approve the Implementation Cost Centre Infrastructure Set-up. Review information regarding Assets and Inventory of the Department in collaboration with Transversal Asset Management Unit. Manage and review the organisational alignment of the Department process flows and Supply Chain process flows with the LOGIS system. Monitor warehouse/store optimisation and ensure that balances are captured, review item numbering. Review Technical Environment Set-up to ensure infrastructure is ready for implementation of the system. Execute relevant Batch programs and print quality check reports. Manage the close-out of the implementation of LOGIS System and approve "Go-live". Coordinate the Capturing of all transactions that are ready for procurement. render LOGIS system support and training to provincial departments; Render technical support to end-users and ensure an effective running process flow of the Supply Chain system. Ensure proper maintenance of the LOGIS System across all modules. Coordinate system training services in partnership with FIS Training team to all end-users and ensure a better understanding and use of the system is achieved. Monitoring Performance of Provincial Department's Supply Chain Processes Post Implementation; Review outcomes of Monitoring of the system to ensure available facilities are utilised to their maximum and ensure the system complies with the minimum requirements. Review outcomes of monthly reports for security controls, exceptions, and balance score card implementation. Analyse progress reports and other reforms from National Treasury to advise client departments accordingly. Collaborate with LOGIS Monitoring and Support officials to solve problems. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Director. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Manage Performance of all subordinates through the formal PMDS system.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE : EE Target: African Male

POST 06/62 : **DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT REF NO: PT 09/02/2024**

Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

SALARY : R811 560 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, A Degree (NQF level 7 as recognized by SAQA) in Internal Auditing with a Minimum 5 years relevant work experience in Internal Auditing of which 3 years' experience must have been at a Middle Management Level (Assistant Director level) in Internal Auditing environment. Valid Driver's licence is essential. Any of the following Certification's CIA, PIA/GIA, IAT, QAR, CISA will be added advantage. Skills And Competencies: Sound Knowledge of the current Standards governing the Internal Audit profession. Sound knowledge of current Internal Audit founding documents including Internal Audit & Audit Committee Charters, Internal Audit Plans, Combined Assurance and Methodologies. Planning, Performing & Monitoring of Performance for the unit. Knowledge of Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. End user computing: MS Office. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity

DUTIES

Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organising. Problem Solving and Decision Making. Project. Management. Team Leadership.

: Monitor Compliance with the International Standards for Professional Practice of Internal Auditing: Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on development and implementation of charters by departmental Internal Audit units and Audit Committees. Provide recommendations and guidance on implementation of IA Standards by the departments. Determine that all departments have standard strategic documents for effective IA operations. i.e., Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments' 3 year and 1-year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. Promote the Image of Internal Audit both Internally and Externally: Provide and ensure sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders on emerging governance issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform Specialised Audits: Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house where applicable Manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. Monitor implementation of recommendations: Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Provide technical support and capacity building in provincial departments and entities: Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. work plans and Personal Development Plans (PDPs) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely performance assessments of all subordinates. Ensure that assets are managed, maintained and kept safely.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE

: EE Target: African Female

<u>POST 06/63</u>	:	<p><u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: PT 10/02/2024</u> Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.</p>
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, A Three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics, coupled with a minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in budget. Skills and Competencies: MS Word, MS PowerPoint, MS Excel, knowledge of BAS, PERSAL, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.
<u>DUTIES</u>	:	Oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Provide inputs into the National Budget Benchmark exercise. Manage sectoral policy implementation and provide advice and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Undertake and monitor expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's budget submission inputs. Analyse and report on expenditure trends through statistical and economic analysis in preparation for MTECs. Plan and conduct MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Assess departments' requests for funding. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) or Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting System) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the Overview of Provincial Revenue and Expenditure OPRE, budget flyer, policy speech and MEC budget speech. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) with the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial budget alignment with the SP, APPs and Operational Plans. Analyse monthly IYM on revenue and expenditure and ensure quarterly feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review Section 40 cash flow

projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM as well as evaluate the submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, Cabinet Budget Committee (CBC), Top management and department on the IYM analysis. Provide inputs for the CFO's forum when required. Prepare monthly Provincial Expenditure and Revenue (PEAR) document for National Treasury. Analyse Quarterly Performance Reports (QPR) and provide feedback to department. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on nonfinancial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: Ability to lead certain projects of the programme and actively participate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE : EE Target: African Male

POST 06/64 : **ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT REF NO: PT 11/02/2024**

Purpose: To account for the funding and revenue generated in respect of departments, financial investment and reporting thereon

SALARY : R424 104 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, Degree (NQF level 7 as recognized by SAQA) in Commerce / Financial Accounting/ Financial Management / Management Accounting, Coupled with a minimum of 3 years' relevant experience at an officer level (level 7 or higher). Skills and Competencies: Time Management, Ability to meet deadlines, Cash-Flow Management, Financial Risk Management, Investment Management, application of PFMA, PERSAL, BAS, Financial Accounting. Policy Analysis Computer Literate, Analytical Thinking, Communication Skills.

DUTIES : To account for own revenue generated by Departments, Collection of own revenue from the departments. Utilization of BAS reports to analyse Revenue payables to the Revenue Fund. Send correspondence to departments requesting them to pay over own revenue collected as per BAS report. Raise own revenue debtors on BAS to acknowledge the debt that the department has with the Provincial Revenue Fund. Prepare and review own revenue reconciliation report on departmental collections versus paid over to the PRF. To review and authorise all transactions of the PRF on BAS, To be able to produce a general ledger and trial balance; Provincial Revenue Fund transactions are recorded timeously on BAS with no misallocations. Review and analyse PRF journals and authorize them on BAS. To assist in the preparation of the PRF AFS in accordance with the modified cash

		Standards (MCS) PFMA and Treasury Regulations; To assist in the preparation of the AFS. AFS produced per prescribed National Treasury's template. Audit findings by the Auditor General are followed up and implemented. To prepare monthly bank reconciliations of the IGCC, Exchequer Account and any other commercial bank that the PRF has invested in; Bank reconciliations are prepared for the Exchequer account, IGCC and other investments. Prepare Bank Reconciliations between PRF cashbook, payment schedule, BAS, and bank statements.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).
<u>NOTE</u>	:	EE Target: Coloured Female
<u>POST 06/65</u>	:	<u>INTERNAL AUDITOR REF NO: PT 12/02/2024</u> Purpose: To render Internal Audit Services for the Department.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Bhisho National Senior Certificate, A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Internal Auditing coupled with a minimum of two years' experience in an internal audit environment. Driver's licence will be an added advantage, prior experience in Provincial and National Government Departments and Entities. Skills and Competencies: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.
<u>DUTIES</u>	:	Facilitate the execution of comprehensive audit plan. Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).
<u>NOTE</u>	:	EE Target: African Male. NB: This post is earmarked for a person with disability.
<u>POST 06/66</u>	:	<u>ADMIN OFFICER: DEPARTMENTAL SCM & ASSET MANAGEMENT REF NO: PT 13/02/2024</u> Purpose: To render administrative and office support services to the Departmental Supply Chain Management Directorate.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Bhisho A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Office Administration or Public Management coupled with a minimum of two years' experience in administration in Supply Chain environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental polices. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing. Planning & organising. Good People Skills, Problem Solving, Communication (written and verbal).
<u>DUTIES</u>	:	Render Demand and Acquisition Management Services; Update and maintain supplier (including contractors) database. Capture and register suppliers on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration

and contracts conclusions. Render logistical support services and implementation of risk management interventions within the directorate. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers and databases. Liaise with end users to obtain requests for goods from end users and issue goods to end users. Keep and maintain attendance and leave registers. Assist in the identification and evaluation of risks within SCM unit. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department. Render logistical support services and implementation of risk management interventions within the directorate. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers and databases. Liaise with end users to obtain requests for goods from end users and issue goods to end users. Keep and maintain goods registers. Assist in the identification and evaluation of risks within SCM unit. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department. Provide secretariat support services to the directorate; Collect and compile necessary documents for the directorate meetings. Record minutes and circulate to all relevant role players and make follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangement for the Directorate meetings. Consolidate monthly and quarterly performance reports. Provide Financial Administration Support Services for the directorate; Collects and coordinate all documents related to the directorates budget. Assist the directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Prepare monthly in year monitoring reports. Check and collates BAS reports and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Director and compile draft memo for this purpose.

ENQUIRIES

Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).

NOTE

EE Target: Coloured Male. NB: This Post Is earmarked for a person with disability.

POST 06/67

PROVISIONING ADMIN CLERK; ACQUISITION MANAGEMENT REF NO: PT 14/02/2024

Purpose: To provide clerical and administrative support in Acquisition Management processes in the department.

SALARY CENTRE REQUIREMENTS

R202 233 per annum (Level 05)

Bhisho

National Senior certificate (Matric/Grade 12) coupled with 1 year experience in SCM environment. Skills And Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting.

DUTIES

Render Acquisition Clerical Support: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Provide Administrative Support in Bid Processes: Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. Provide Supply Chain Clerical Support Services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. Provide Personnel Administration Clerical Support Services within the component: Maintain incoming and outgoing requisitions.

ENQUIRIES

Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For technical glitches only – No CVs).
EE Target: African Female. NB: This post is earmarked for a person with disability.

NOTE

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

: Applicants must apply using one of the following options: via the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: recruitment@ecsrac.gov.za (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and not be considered. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605. Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwai Building, Qonce, 5605.

FOR ATTENTION
CLOSING DATE
NOTE

: Mr. M. Cezula
: 01 March 2024. Applications received after closing date will not be considered.
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial

competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

<u>POST 06/68</u>	:	<u>CHIEF DIRECTOR: SPORT AND RECREATION REF NO: DSRAC 01/02/2024</u>
<u>SALARY</u>	:	R1 371 558 - R1 635 897 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Qonce A relevant undergraduate qualification (NQF 7 or an equivalent qualification), recognized by SAQA. Major subjects in the field of sport administration/ science/ human movement will serve as added advantage. Five (5) years appropriate experience at a senior management level in any of the three spheres of government with experience in the field of sport administration/ science serving as an added advantage. A pre-entry certificate for SMS must be completed before an appointment can be considered. Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; good communication, managerial, organizational, and writing skills; strong negotiation and interpersonal skills; ability to interact at a high level. Must have knowledge of government policies and planning systems, project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. Must be able to work under pressure and difficult deadlines. Must have a valid South African driver's license (Code 08). Key Competencies: Strategic capability and leadership. people management and empowerment, capability and leadership, programme and project management, financial management, change management. service delivery innovation, problem solving and analysis, communication, honesty, and integrity and understanding of the Batho Pele principles. SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Must have a valid driving license, must have excellent analytical skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management and diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning, and motivation skills.
<u>DUTIES</u>	:	Review and conduct planning on strategic matters of the branch. Ensure provision of sport development in the province. Support excellence in sport in collaboration with sport structures and the national academy system. Enhance development of federations and high performance. Support development of sport performance. Monitor funding/budget allocation of sport structures. Ensure provision of school sport and recreation programmes. Provide sustainable recreation programmes. Monitor mass participation programme within the framework of conditional grant. Monitor participation of learners in school sports. Support development of recreation programmes in communities. Provide strategic leadership of sport development. Develop and review strategic, business/operational and procurement plans of the directorate. Monitor the implementation and evaluate the compliance with recreation development and mass participation transformation policies. Establish good governance structures of sport as directed by relevant legislation. Consolidate and report on sport performance. Produce annual evaluation reports. Coordinate federation affairs, participation, and development programmes. Establish and maintain sport structures. Support excellence in sport collaboration with sport structures. Facilitate support, monitor, and evaluate programs of sub directorates. Facilitate and manage relations with other relevant institutions to enhance the development of sport. Manage the club development programme as

guided by the conditional grant framework. Ensure development academy and scientific support. Manage capacity building programmes. Manage enabling environment for talent identification. Monitor different sporting codes. Monitor and evaluate progress and training activities. Promote sports and skills management. Provide oversight role in the implementation of sport academy. Management of administration support. Manage and submit monthly, quarterly, and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Ensure staff discipline.

ENQUIRIES : Y. Dlamkile Tel No: (043) 492 1386 (Head Office (Qonce))
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : People with disabilities who meet the requirements will be given preference.

OTHER POSTS

POST 06/69 : **DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: DSRAC 02/02/2024**

SALARY : R811 560 – R952 485 per annum (Level 11), (an all-inclusive remuneration)
CENTRE : Qonce
REQUIREMENTS : National Senior Certificate plus NQF Level 7 as recognised by SAQA in Security Management or Records Management or Facilities Management with a minimum of 3 years' experience at Assistant Director / Junior Management Level in Security / Records Management environment. In-depth knowledge of legislative framework that governs the public service. Sound knowledge of PFMA, governance planning frameworks, government planning cycle (MTEF and strategic planning), reporting, monitoring, and evaluation. Knowledge of public service legislation / policies / prescripts and procedures. Basic knowledge on financial administration, public service regulatory framework, information and performance management, and security procedures. Computer literacy. Sound organisational, high level of reliability. Communication, ability to do research and analyse documents and give solutions. Report writing, presentation skills, communication, and information management. Citizen focus and responsiveness, developing others, diversity management, impact, and influence. Managing interpersonal conflict and resolving problems. Networking and building bonds. Have a valid driving licence.

DUTIES : Develop/review the security policies and plans. Manage departmental security strategy. Provide security management services in terms of physical security and control systems. Monitor the adherence to implementation of security function. Administer and monitor the implementation of security operating measures. Conduct investigations on security breaches. Facilitate staff vetting in terms of security clearance. Provide conducive work environment services in terms of Occupational Health and Safety Act. Management of the departmental facilities, and work environment. Coordinate office space allocation. Provide infrastructure maintenance services. Facilitate the provision of refectory services. Management of information / records. Coordinate management of all records. Ensure provision of document management system. Ensure provision of registry management services. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Compile and submit monthly and quarterly reports. Manage human and financial resources. Manage attendance register and leave records. Manage EPMS and staff development training needs. Maintain staff discipline.

ENQUIRIES : R. Swartbooi Tel No: (043) 492 0940 (Head Office (Qonce))
e-Recruitment enquiries: recruitment@ecsrac.gov.za
NOTE : People with disabilities who meet the requirements will be given preference.

POST 06/70 : **ASSISTANT DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES REF NO: DSRAC 03/02/2024**

SALARY : R424 104 – R508 692 per annum (Level 09), (an all-inclusive remuneration)
CENTRE : Qonce
REQUIREMENTS : A National Senior Certificate plus a Diploma / Degree NQF level 7/ Preferable B degree level 7 qualification in Financial Accounting or any relevant qualifications with at least Accounting 3 coupled with at least 3 years at a Supervisory Level / SL

7/8 in the field of Financial Management. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of BAS and PERSAL. Knowledge of Annual Financial Statements. Consolidation of Annual Financial Statements. Computer Literacy. Operational Management and Planning Analytical and an innovative thinker. Project Management. Extensive knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving license.

DUTIES

: Facilitate the Financial Revenue, Expenditure Management and Accounting Services for the Department. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting services. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting, and reporting (interim and annual financial statements). Facilitate the revenue, expenditure management and accounting services. Maintenance of discipline. Facilitate performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Facilitate administration support services. Give input in the development of strategic, business, procurement, and annual plans. Compile, consolidate and submit monthly and quarterly reports. Manage human and financial resources. Manage discipline and provide technical advice and guidance. Ensure EPMS and staff development training needs. Manage attendance and leave records.

ENQUIRIES

: R. Swartbooi Tel No: (043) 492 0940 (Head Office (Qonce)
e-Recruitment enquiries: recruitment@ecsrac.gov.za

NOTE

: People with disabilities who meet the requirements will be given preference.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 06/71** : **MEDICAL SPECIALIST (PLASTIC SURGERY) REF NO: REFS/019973 (X2 POSTS)**
Directorate: Clinical Services
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
- CENTRE** : Dr George Mukhari Academic Hospital with joint with Sefako Makgatho Health Sciences University
- REQUIREMENTS** : MBChB & Fellowship/MMed degree or equivalent a relevant Post graduate qualification. **Grade 1:** No experience required after registration with the HPCSA, as Medical Specialist in a relevant Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality. Current registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice. Be part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service.
- DUTIES** : Clinical services: Provide comprehensive specialist level patient care, including inpatient and outpatient care, interdisciplinary consultations, as well as up and down patient referral with other healthcare facilities; Training: Supervise registrars, medical officers, medical interns and students; Outreach services: Outreach to level 1 and 2 health facilities; Teaching: Organise and supervise clinical and theoretical teaching of undergraduate and postgraduate students; participate in University teaching programs and examinations as pertains to the relevant specialty; Research: Perform and participate in research and supervise research; Management and administration: Attend and participate in administrative and management duties pertaining to the specialty, including clinical governance, academic governance meetings and other departmental/ hospital/ university administrative meetings in the relevant specialty as well as outside of the hospital and/or university.
- ENQUIRIES** : Dr K Segwapa Tel No: (012) 512 4006
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within

three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 01 March 2024
- POST 06/72** : **MEDICAL SPECIALIST REF NO: CHBAH 790 (X7 POSTS)**
Directorate: Radiology
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty and current registration for 2023/2024. For **Grade 1**: 0- 5 years' experience as Medical Specialist. **Grade 2**: 5-10 years' experience as Medical Specialist. **Grade 3**: years 'and above experience as Medical Specialist.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Prof Victor Mngomezulu or Miss Tshidi Mokebe Tel No: (011) 933 8393/ 0193
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR

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

- CLOSING DATE** : 01 March 2024
- POST 06/73** : **MEDICAL SPECIALIST GRADE 1 REF NO: REF NO: CHBAH 791 (X1 POST)**
Directorate: Surgery (Burns Unit)
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Plastic Surgery. Current FC Plastic Surgery (SA) specialist registration with the HPCSA and Current HPCSA registration for 2023/2024. For **Grade1**: 0- 5 years' experience as Medical Specialist. **Grade 2**: 5-10 years' experience as Medical Specialist. **Grade 3**: 10 years' and above experience as Medical Specialist. Skills/Competence/Knowledge: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Surgical skillset to manage critically ill surgery patients. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license.
- DUTIES** : Supervising the management of Burns patients in the ward and in ICU, performing, and supervising appropriate surgical operations. Participate in the training of interns, medical officers, registrars, engaging with surgical staff and management at cluster hospitals. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Intensive Care. Administrative duties. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes for burns. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof. Muganza Tel No: (011) 933 9267
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the

advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 01 March 2024

POST 06/74

: **MEDICAL SPECIALIST (GENERAL SURGERY) REF NO: REFS/019974 (X1 POST)**

Directorate: Clinical Services

SALARY

: Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)

Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)

Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)

CENTRE

: Dr George Mukhari Academic Hospital with joint with Sefako Makgatho Health Sciences University

REQUIREMENTS

: MBChB & MMed degree or a relevant postgraduate qualification in General Surgery and current registration with the HPCSA as a Specialist in General Surgery. **Grade 1:** No experience required after registration with the HPCSA, as Medical Specialist in a relevant Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality. Current registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice. Must have good interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) is expected.

DUTIES

: Be part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Ensure effective and efficient clinical service delivery within Surgery department. Ensure Clinical and Co-operation and liaison with other departments within the hospital. Support, teaching and training within the

department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.

**ENQUIRIES
APPLICATIONS**

: Prof Koto Tel No: (012) 5214153/4150
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 01 March 2024

POST 06/75

: **MEDICAL SPECIALIST (ORTHOPAEDICS) REF NO: REFS/019975 (X2 POSTS)**
Directorate: Clinical Services

SALARY

: Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)

CENTRE

: Dr George Mukhari Academic Hospital with joint with Sefako Makgatho Health Sciences University

REQUIREMENTS

: MBChB, MMed Orthopaedics (Special interest on foot, ankle & Arthroplasty). Current registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice. **Grade 1:** No experience required after registration with the HPCSA, as Medical Specialist in a relevant Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality.

DUTIES

: Patient Care offer comprehensive medical care to Orthopaedic Department. Patients-General/Subspecialties/Outpatient and Inpatients. Deal with referrals and transfers from level 1, 2 and 3 facilities from the Hospital drainage Area. Daily ward rounds in the Orthopaedic wards, level 1 (problems) and daily inpatient and outpatient care. See consultations from other departments. Writing meticulous discharge summaries for all patients. Run Orthopaedic outpatient and sub-specialty clinics. Up-referral of properly worked-up, appropriate patients to sub-specialties. Down-referral of all stable patients to level 1 clinics. Teaching: Formal training of Junior Medical Officers, Registrars, students and allied health workers. Mentorship

of Staff (Junior Orthopaedic Officers, Registrars, Nurses) in the Orthopaedic Wards and Clinics and from facilities that refer to DGMA Hospital. Outreaches to Level 2 and 3 Hospitals.

**ENQUIRIES
APPLICATIONS**

: Prof SS Golele Tel No: (012) 521 4449/4049/4005
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 01 March 2024

POST 06/76

: **MEDICAL SPECIALIST (NEUROSURGERY) REF NO: REFS/019976 (X2 POSTS)**

Directorate: Clinical Services

SALARY

: Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)

**CENTRE
REQUIREMENTS**

: Dr. George Mukhari Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty and current registration. **Grade 1:** No experience required after registration with the HPCSA, as Medical Specialist in a relevant Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a relevant Speciality.

DUTIES

: Medical Specialist will inter alia be responsible for rendering services, assessment and treatment of patients, related administration participating in all activities of the discipline in relation to teaching, participating in departmental audit activities, preparing and writing liaison and community outreach. Medical specialist will serve in their specific hospitals outreach programmes. Medical specialist will be appointed on a joint appointment on the establishment of Dr. George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University.

**ENQUIRIES
APPLICATIONS**

: Prof P.L Lekgwara Tel No: (012) 521 4259/ 4353
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or

posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 01 March 2024

POST 06/77 : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 792 (X1 POST)**
Directorate: Internal Medicine – Oncology
(01 Year contract)

SALARY : Grade 1: R906 540 – R975 738 per annum, (all-inclusive package)
Grade 2: R1 034 373 – R1 129 116 per annum, (all-inclusive package)
Grade 3: R1 197 150 – R1 491 627 per annum, (all-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent medical practitioner. Exposure and qualifications in oncology / haematology and Palliative care training and certificate will be added advantage. For **Grade 1**: 0- 5 years' experience as Medical Officer. **Grade 2**: 5-10 years' experience as Medical Officer. **Grade 3**: 10 years' experience and above experience as Medical Officer.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patients predominantly in the diabetic unit and other areas in the Internal Medicine Department. Supervise junior doctors (undergraduate students, interns, and community service doctors) in diabetology. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and division meetings. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary teams involve in patient management. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154

APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath

Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 01 March 2024

POST 06/78

: **MEDICAL REGISTRAR (ANAESTHESIOLOGY) REF NO: REFS/019977 (X1 POST)**
Directorate: Clinical Services

SALARY CENTRE REQUIREMENTS

: R906 540 per annum, (all-inclusive remuneration package)
: Dr George Mukhari Academic hospital
: MBChB or appropriate qualification that allows registration with the HPCSA as an Independent Medical Practitioner. Grade 12 Certificate. Registration with the HPCSA as Medical Practitioner and current registration. Diploma in Anaesthesia is a requirement will be an added advantage.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors) and medical officers. Attend relevant administrative meetings like mortality, near PSI and completing medico-legal documents timeously (e.g death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence of Ideal Hospital Monitoring Framework. Participate in a multidisciplinary team to the management of patients.

ENQUIRIES APPLICATIONS

: Prof H Kluyts Tel No: (012) 521 4088/9
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 01 March 2024

POST 06/79 : **PHARMACY SUPERVISOR GRADE 1 REF NO: REFS/019978 (X1 POST)**
Directorate: Pharmacy

SALARY : Grade 1: R906 540 per annum, (all-inclusive remuneration package)
Grade 2: R990 066 per annum, (all-inclusive remuneration package)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Basic pharmacist qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and current registration: A minimum of 4 years' appropriate experience required after registration as Pharmacist with the SAPC. Supervisory experience will be added advantage.

DUTIES : Supervision of all satellites of the pharmacy. You will also be required to supervise all other sections of the pharmacy. Ability to work as a member for a multidisciplinary team. Be involved with continuous improvement projects to address service delivery challenges (i.e. CCMDD, Rx Solution, Lean System & etc). Supervision of work teams in the pharmacy. Gather and analyse statistical data and consolidate it. Prepare relevant reports. Be willing to register with SAPC as a tutor for training Pharmacist interns and pharmacist assistants. Prepared to work after hours as and when required. Evaluation of the patient's medicine -related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine. Furnishing of information and advice to any person with regards to the use of the medicine. Ensure adherence to hospital and provincial drug formularies, PFMA, budget control and avoid wasteful and fruitless expenditure. Compliance to ideal hospital framework and the NHI as applicable to Pharmacy. Manage well the budget for all your sections. Comply with the Standard Operating Procedures and statutory regulations such as the GPP, GMP. Comply with the six ministerial quality priorities and Batho Pele Principles. Promote and ensure compliance to SOPs by all your staff. Provide comprehensive patient counselling and liaise with medical /nursing staff on patient problem regarding rational handling and use of medication. Monitor treatment outcomes, monitoring adherence and appropriate use of chronic medication by patients. Promote rational medicine use. Ensure active participation in prescription audits and pharmacist intervention to promote patients' health outcome. Ensure the use and compliance to standard treatment guidelines and EML. Strengthen availability of essential medicines, Facilitate, and participate on job training to a lower category staff.

Ensure compounding of medicine according to formulae. Placing orders and follow up on back orders. Supervising pharmacists and pharmacist assistants on stock ordering, receiving, and storage and issuing procedures. Promote Public Health. Ensure cyclic and bi-annual stock counts are effectively conducted by all your sections. Ensure safe keeping and security of stock, preventing losses, theft and expiring of stock. Establish and maintain effective inventory management. Perform any other duty within the scope of practise of a pharmacist. How the ability to act with tact and discretion. Demonstrate good written and communication skills, supervisory, planning, organizing and leadership skills. Perform duties assigned by management. Be self -motivated. Deputize the managers as and when required. Effectively support the Pharmacy managers in the administration of the pharmacy.

ENQUIRIES
APPLICATIONS

: Mr. B Mohale Tel No: (012) 529 3680
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 01 March 2024

POST 06/80

: **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH 793 (X1 POST)**
Directorate Obstetrics and Gynaecology

SALARY
CENTRE
REQUIREMENTS

: R627 474 per annum, (all-inclusive remuneration package)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic nursing qualification, with a duration of at least 1 year in Criticare or Child Nursing Science accredited with SANC. At least 5 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent

- decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 01 March 2024
- POST 06/81** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH 794 (X1 POST)**
Directorate Obstetrics and Gynaecology
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (all-inclusive remuneration package)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable

experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality. Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.

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

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

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

CLOSING DATE : 01 March 2024

POST 06/82 : **OPERATIONAL MANAGER- OPERATING THEATRE AND CSSD GRADE 1 (PNB-3) REF NO: ODI/08/02/2024/01**

SALARY : R627 474 per annum, (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R25 qualification (ie Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic Nursing qualification (R212) in Operating Theatre Nursing Science with a duration of at least one year accredited with the SANC. A minimum of 9 years appropriate / recognizable experience in Nursing after registration with SANC in general Nursing. At least 5 years of this period referred above must be appropriate/ Recognizable experience in the specific speciality (operating theatre nursing science + CSSD) after obtaining the 1 year post basic qualification. current registration as a Professional Nurse. Diploma / degree in Nursing Administration/ Management and computer literacy will be an added advantage. Ability to function as part of the team and display good professional image.

DUTIES : Demonstrate an in depth understanding of Nursing legislation and related legal and ethical Nursing practices and how it impacts on service delivery. Ensure clinical Nursing practice by the Nursing team (unit) in accordance with the scope of practice and Nursing standards as determined by the health facility. Demonstrate basic understanding of HR and Financial policies and practices. promote the quality of nursing care as directed by professional scope of practice work as part of the multidisciplinary team at unit level to ensure good Nursing care by Nursing team. Able to manage own work, and that of junior colleagues to ensure proper Nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing. Demonstrate basic computer literacy as a support tool to enhance service delivery. Must be prepared to do hospital supervision after hours, work night shifts and relieve Area Manager when need arises. Have knowledge of ideal hospital realisation framework.

ENQUIRIES : Ms Ntsie EP Tel No: (012) 725 2312
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

NOTE : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE : 01 March 2024

POST 06/83 : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/019979**
Directorate: Nuclear Medicine

SALARY : Grade 1: R444 741 per annum, (plus benefits)
Grade 2: R520 785 per annum, (plus benefits)
Grade 3: R612 642 per annum, (plus benefits)

CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA in Nuclear Medicine Radiography. Four (4) years appropriate experience after registration with the Health Professional Council of South African as Diagnostic Radiographer. Current registration with HPCSA as a Nuclear Medicine Radiographer. General gamma imaging skills. Exposure and experience in PET/CT imaging. Ability to conduct camera quality control Hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority.

- Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.
- DUTIES** : Hot lab duties. Labelling of radiopharmaceuticals. Performing QC of all equipment. Gamma camera imaging techniques. PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist. Radiation safety implementation. Scheduling of patients. Patient booking. Protocol updates. Teaching. General Nuclear Medicine services.
- ENQUIRIES** : Dr. N Sithole Tel No: (012) 529 3692
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 01 March 2024
- POST 06/84** : **PROFESSIONAL NURSE SPECIALTY (MIDWIFERY) REF NO: TDHS/A/2024/22 (X3 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R431 265 - R497 123 per annum
Grade 2: R528 696 – R645 720 per annum
- CENTRE** : Bronkhorstspuit District Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Advance Midwifery. Registration with SANC as a Professional Nurse and Midwife. Current SANC receipt for 2023. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. Certificate of service endorsed by Human Resource department (certificate of service). **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current SANC receipt for 2023. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Nurse. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic

qualification in that specialized field. Certificate of service endorsed by Human Resource department. Knowledge, Skills, Competencies and Training Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector but not overstepping scope of practice. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. Supervisory, team-building, problem-solving, communication and skills to practice in the field of work.

DUTIES : Execute professional Nurse's duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients Maintain accurate and complete patient records. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential medical/ surgical equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related. Continuous Professional Development (CPD) training. Participate in the departmental quality improvement committees. Assist and supervise in CSSD. Manage/ co-ordinate the smooth functioning of the instrument/pack room.

ENQUIRIES APPLICATIONS : Mr Oupa Nama Tel No: (012) 451 9265
: Must be submitted to Bronkhorstspuit District Hospital, 1 Barney Hurwitz Ave, Riamarpark, Bronkhorstspuit, 1020 Or Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 01 March 2024

POST 06/85 : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFE) REF NO: TDHS/A/2024/23**
Directorate: Nursing

SALARY : PN-B1: R431 265 - R497 123 per annum
PN-B2: R528 696 – R645 720 per annum

CENTRE : THDS: Sosh CHC (X2 Posts)
Boekhout (X2 Posts)

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Demonstrate knowledge of legislation relevant to health care services.

DUTIES

: Management of the facility by providing comprehensive Primary Health Care services to the communities, Render 24 hour services at Maternity Unit. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.

ENQUIRIES

: Ms SR Kanama at 083 358 5454 (Monday to Friday; during working hours only)

APPLICATIONS

: Documents must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 01 March 2024

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

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

OTHER POSTS

POST 06/86 : **MEDICAL SPECIALIST- PAEDIATRICS & CHILD HEALTH (GRADE 1, 2, 3) REF NO: GS 11/24**

Sub-Specialist- Paediatric Clinical Haematology/ Paediatric Medical Oncology
Component: Paeditrics and Child Health

SALARY : Grade 1: R1 214 805 per annum, all-inclusive package
Grade 2: R1 386 069 per annum, all-inclusive package
Grade 3: R1 605 330 per annum, all-inclusive package
consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE REQUIREMENTS : Greys Hospital: Pietermaritzburg
: **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. MBCHB or equivalent qualification Plus Fellowship of the College of Paediatricians of South Africa: FC Paed (SA) or equivalent and Sub-specialty Certificate in Clinical Haematology of the College of Paediatricians of South Africa: Cert Clin Haematology(SA) Paed or Sub-specialty Certificate in Medical Oncology of the College of Paediatricians of South Africa: Cert Medical Oncology(SA) Paed the College of Medicine in South Africa (or equivalent) Current Registration with Health Professions Council of South Africa as a Sub-Specialist in the relevant listed sub-specialty of the College of Paediatricians of South Africa. Recommendation: Years of clinical care experience in Kwazulu-Natal and/or other provinces of South Africa after registration in the relevant listed sub-specialty will be recognised as an advantage during the short-listing and interview stages if the number of candidates are large. Knowledge, Skills, Attributes and Abilities: Specialist medical knowledge, clinical skills & competence in Paediatrics and Child Health Sub-specialist medical knowledge, clinical skills & competence in Paediatric Clinical Haematology OR Paediatric Medical Oncology Current SA health and public service legislation, regulations and policy Medical ethics, epidemiology and Child Health principles knowledge, skills & competence Clinical Governance, Healthcare Administration & Management skills, competence & experience. Medical education teaching, training and experience at different levels – undergraduate and postgraduate. Research publications, research process knowledge, skills & competence including supervision skills. Understanding of and role-modelling of the CanMEDS 2015 roles and responsibilities as adopted by HPCSA – medical expert, scholar, leader & manager, communicator, collaborator, health advocate, professional.

DUTIES : (Will cover clinical care, scholarship, professionalism, governance, administration and management.) Participate predominantly in the provision of 24-hour in- and outpatient sub-specialty clinical care in the Paediatric Clinical Haematology and Medical Oncology Service at Grey's Hospital as deemed necessary for patient care. Participate in the provision of 24-hour in- and outpatient Paediatric clinical care at Grey's Hospital as deemed necessary for patient care and to fulfill after hours commuted overtime policy requirements. This will include sub-specialists working in generalist and other areas to assist with after hours and cover responsibilities (Example: doing calls in the Paediatric Intensive Care Unit after hours, and covering leave of colleagues in other units). Participate actively in the departmental Outreach program to the catchment area (predominantly to regional Hospitals) and ongoing support and supervision in sub-specialty service to all levels

of care as deemed necessary. Assist with the clinical governance activities, maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health Assist with the administration of a component of the Paediatrics Department in Pietermaritzburg Assist and participate in research activities as defined within the department Please note that this service is a scarce resource and has a provincial mandate; therefore the department follows the “one service, many sites” philosophy. Direct supervision of this post will be by the Head Clinical Department (HCD) Area 2 and/or delegated to the Head Clinical Unit (HCU): Paediatrics & Child Health at Grey’s Hospital. Supervision of sub-specialty-specific expertise and clinical care will be shared with HCU: Paediatric Haematology & Oncology at Inkosi Albert Luthuli Central Hospital (IALCH). The incumbent will therefore be expected to embrace this principle.

ENQUIRIES : Dr B.L. Dhada Tel No: (033) 897 3264
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

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

CLOSING DATE : 01 March 2024

POST 06/87 : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 10/24**
 Component: Internal Medicine

SALARY : Grade 1: R906 540 per annum, all-inclusive package
 Grade 2: R1 034 373 per annum, all-inclusive package
 Grade 3: R1 197 150 per annum, all-inclusive package
 consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as an Independent Medical Practitioner Current registration with HPCSA as an Independent Medical Practitioner Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Sound clinical and patient management skills; human resource management;

		information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics. Recommendations: ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Studying for, or successfully completed, Diploma in Internal Medicine.
<u>DUTIES</u>	:	Medical care of patients: Level of care required – medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey's but you will be expected to perform duties at various health facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development. Quality improvement – assist and participate in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service. Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer. Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.
<u>ENQUIRIES</u>	:	Dr M Bizaare Tel No: (033) 897 3290
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mr K.B. Goba
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male and African. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.
<u>CLOSING DATE</u>	:	01 March 2024
<u>POST 06/88</u>	:	<u>MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 9/24</u> Component: Ophthalmology
<u>SALARY</u>	:	Grade 1: R906 540 per annum, all-inclusive package Grade 2: R1 034 373 per annum, all-inclusive package Grade 3: R1 197 150 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical

Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as an Independent Medical Practitioner Current registration with HPCSA as an Independent Medical Practitioner Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Good vision and fine coordination skills Leadership and supervisory skills, sound communication, negotiation planning, organizing, decision, making and interpersonal skills. Conflict resolution and problem-solving skills, and cross-cultural awareness. A concern for excellence. Presentation skills. Outreach program.

DUTIES : Although the post will be held at Greys Hospital the candidate may be rotated at any or all of the hospitals in Pietermaritzburg and surrounding areas (Greys, Northdale, Harry Gwala etc). To provide effective clinical ophthalmic service at primary and regional level in order to optimize health care including rotation through three hospitals in Pietermaritzburg (Greys, Harry Gwala and Northdale Hospitals), including afterhours Recognize ophthalmic pathology and treat accordingly. Will be required to perform minor surgical procedures. Assist HOD to ensure smooth functioning of the department. Participate in morbidity and mortality audits. Must participate in cataract surgery outreach to Dundee Hospital, or any outreach initiative arranged by the HOD Is required to participate in Academic activities in the Durban complex on the Academic day Maintain satisfactory clinic professional and ethical standards related to ophthalmic services.

ENQUIRIES : Dr NT Mathe Tel No: (033) 897 3072
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mr K.B. Goba
NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male and African Female. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.
CLOSING DATE : 01 March 2024

POST 06/89 : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: SAH05/2024**

SALARY : Grade 1: R683 838 - R767 184 per annum. Other benefits: 13th cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Umuziwabantu Health Subdistrict (ST Andrews Hospital Catchment)
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General Nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2024) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus, A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing plus, At least six (6) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty plus ,At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level plus, Plus Valid Driver's License. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted Knowledge, Skills And Competencies: Demonstrate an in depth knowledge and understanding of nursing legislation and relate legal and ethical nursing practice and how this impacts on service delivery, Demonstrate in depth knowledge and understanding

of HR policies and procedures, PFMA and the legislative framework governing the Public Service, Computer literacy, SANC Rules and Regulations and Scope of Practice, Supervisory and analytical thinking skills, Human Resource Management policies, guidelines and prescripts, Sound knowledge of Labour Relations Act.

DUTIES

: Ensure the effective and efficient utilization of human, financial and material resources by implementing and monitoring Cost Containment Plan of the District, Audit clinical records by identification of risks / gaps, develop action plans, ensure implementation and monitor progress, Demonstrate effective communication with the public, supervisors and health professionals, Ensure that the priority Programmes are implemented and monitored, and concise reports are provided to the Deputy District Manager: PHC monthly and when required, Ensure Quality Improvement and Infection Prevention and Control Projects are developed, implemented and monitored to improve standards, Co-ordinate operation Sukuma Sakhe activities in your catchment area, Develop and implement PHC package (including community based services) considering the disease profile, provincial and district priorities in your catchment in collaboration with all role players, Provide comprehensive verifiable information on progress, Ensure implementation of Ideal Clinic and ICDM in the Sub-District, Ensure that disciplinary measures are implemented according to Labour Relations Act, Analyze health policies and programmes with a view to develop customized implementation strategies to guide the Primary Health Care service providers in the stated norms, standards and targets, To give expert advice to management on issues relating to PHC services in the Sub-District.

**ENQUIRIES
APPLICATIONS**

: Ms MM Vani Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955
: Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or email to Standrewhospital.HRjobapplication@kznhealth.gov.za.

**FOR ATTENTION
NOTE**

: Human Resources Management
: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2024. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 01 March 2024

POST 06/90

: **HEAD OF DEPARTMENT (ADVANCED DIPLOMA IN MIDWIFERY) REF NO: GS 12/24**
Component: KwaZulu Natal College of Nursing- Greys Campus

SALARY

: R645 720 per annum. Plus 13th Cheque, Medical Aid (Optional), Homeowners Allowance, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
 : Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing and Midwifery that allows registration with South African Nursing Council (SANC) as a Professional Nurse plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) plus Current Registration with the South African Nursing Council (SANC) 2024 plus A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC; At least four (5) years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Knowledge, Skills, Attributes and Abilities he incumbent of this post will report to the Principal of Grey's Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of undergraduate and postgraduate Nursing Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Recommendations: Unendorsed valid Code EB driver's license (code 08). Computer Literacy. A post registration qualification in Nursing Management/Nursing Administration/Health Services Management. Masters' Degree in Nursing A post-basic qualification in Midwifery and Neonatal Nursing Science.

DUTIES : Coordinates the provision of education and training of Student Midwives/Accouchers. Manages clinical learning exposure of students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates the implementation of Advanced Diploma in Midwifery Develop and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders to build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.

ENQUIRIES : Mrs B.E. Shezi Tel No: (033) 897 3508
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mr K.B. Goba
NOTE : Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83.The Employment Equity Target for this post is: African Male and African Female. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

CLOSING DATE : 01 March 2024

POST 06/91 : **CHIEF RADIOGRAPHER (GRADE 1) REF NO: CHIEFRAD DIAG/1/2024 (X4 POSTS)**
 Department: Diagnostic Imaging

SALARY CENTRE REQUIREMENTS : R520 785 per annum, (all-inclusive package)
 : Inkosi Albert Luthuli Central Hospital
 : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and Fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of the Employee Performance, Management and Development System. Knowledge and experience in quality assurance policies. Good verbal and written communication skills. Sound interpersonal skills and Human resource management skills.

DUTIES : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.

ENQUIRIES APPLICATIONS : Mrs BV Mfeka Tel No: (031) 240 1950
 : All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not REF: Chief Rad Diag/1/2024 be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person

with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
01 March 2024

CLOSING DATE

POST 06/92

PROFESSIONAL NURSE SPECIALTY- OPHTHALMOLOGY NURSE REF NO: CTK 01/2024
Branch: Ixopo Clinic

SALARY

CENTRE

REQUIREMENTS

Grade 1: R431 265 – R497 193 per annum
Ixopo Clinic
Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Medical and Surgical Nursing Science (Ophthalmic Nursing). Current registration with SANC as General Nurse and Medical and Surgical Nursing Science (Ophthalmic Nursing) plus A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse and Medical and Surgical Nursing Science (Ophthalmic Nursing). Knowledge, Skills and Competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

Provide optimal, holistically specialized care with standards and within a professional / legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building. Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community including Eye Care Services and do proper referrals. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES

APPLICATIONS

Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533
Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at

www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.” NB: Failure to comply with the above instructions will disqualify applicants.

**FOR ATTENTION
NOTE**

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500
:
: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 01/2024. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 01 March 2024

POST 06/93

: **CLINICAL NURSE PRACTITIONER REF NO: SAHWEZA01/2024 (X1 POST)**

SALARY

: Grade 1: R431 265 -R497 193 per annum
: Grader 2: R528 696 - R645 720 per annum
: Other benefits: 13th cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Weza clinic
:
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2024) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2024) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to

		formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills. charter.
<u>DUTIES</u>	:	Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMSD, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.
<u>ENQUIRIES</u>	:	Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955
<u>APPLICATIONS</u>	:	Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standrewshospital.HRjobapplication@kznhealth.gov.za.
<u>FOR ATTENTION NOTE</u>	:	Human Resources Management
	:	Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2024. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
<u>CLOSING DATE</u>	:	01 March 2024
<u>POST 06/94</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAH PISGAH 01/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other benefits: 13th cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Pisgah Clinic
	:	Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2024) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum

of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2024) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year, A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing of which 10 years of the periods must be appropriate/ recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills. charter.

DUTIES

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

ENQUIRIES

: MS VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS

: Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standrewhospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION NOTE

: Human Resources Management
 : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2024. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance,

credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 01 March 2024

POST 06/95

: **PROFESSIONAL NURSE SPECIALTY - ADVANCED MIDWIFERY REF NO: CTK 02/2024**

Branch: Ixopo Clinic

SALARY

: Grade 1: R431 265 – R497 193 per annum

CENTRE

: Ixopo Clinic

REQUIREMENTS

: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Diploma in Advance Midwifery. Current registration with SANC as General Nurse /Advance Midwife plus A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse Knowledge, Skills, and Competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community and do proper referrals. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES

: Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533

APPLICATIONS

: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to

the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.” NB: Failure to comply with the above instructions will disqualify applicants.

FOR ATTENTION NOTE

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500
: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 49/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 01 March 2024

POST 06/96

: **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 06/2024 (X1 POST)**
Re-Advertisement

SALARY

: Grade: 1 R431 265 per annum
Grade: 2 R528 696 per annum
Other benefits: 13th Cheque, 12% Rural Allowance, Homeowners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS

: ST Andrews Hospital: Theatre
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery plus 1 year post basic qualification in Operating theatre technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating theatre technique. **Grade 2:** Diploma/ Degree in General Nursing and Midwifery plus 1 year post basic qualification in Operating theatre technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. 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 Operating theatre technique. 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.

DUTIES

: 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. EPMS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

policies to ensure good practice. Ensuring the availability of the necessary basic equipment

: Mrs MR Singh Tel No: (039) 433 1955, ext. 211

: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.

: Human Resource Manager

: 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

: 01 March 2024

POST 06/97

: **RADIOGRAPHER REF NO: RAD DIAG/1/2024 (X5 POSTS)**

Department: Diagnostic Imaging

SALARY

: Grade 1: R359 622 per annum

Grade 2: R420 015 per annum

Grade 3: R491 676 per annum

Plus 13th Cheque, Medical Aid optional and Housing Allowance (Employee must meet prescribed requirements).

CENTRE
REQUIREMENTS

: Inkosi Albert Luthuli Central Hospital

: An appropriate three-year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice). Experience: **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

- DUTIES** : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.
- ENQUIRIES** : Mrs B V Mfeka Tel No: (031) 240 1950
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 01 March 2024

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 or Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley or emailed to applications@nccoghsta.onmicrosoft.com
- FOR ATTENTION** : Human Resource Registry
- CLOSING DATE** : 01 March 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. IMPORTANT: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in the Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

OTHER POST

- POST 06/98** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: CM (RM) 01/02/2024**
Sub-Directorate: Risk Management
(3 Year Contract)
- SALARY** : Prescribed Rates by the National Treasury for remuneration of Members of Commissions & Committees of enquiry and audit.
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A postgraduate qualification in Risk Management/Audit/Accounting CA/MBA/MBL/CIA/ Certified risk management practitioner will be an added advantage / At least 10 years' experience in Accounting, Risk Management or Auditing field / Knowledge of Municipal Finance Management Act (MFMA) and Public Finance Management Act (PFMA), regulations/prescripts applicable to Local Government and Provincial Government / Excellent knowledge of the Risk Management and Corporate Governance and the Public Sector Risk Management

Framework / Experience in serving on oversight structures. Skills: Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Prior Experience in serving on oversight committees (Eg Audit Committees, Risk Management Committees, etc.) Analytic reasoning abilities and good communication skills Interpersonal relations Tolerance Productivity Research methodology skills Plan and Organise Project management skills Report writing Understanding of PFMA and its Regulations, National Treasury practice notes relevant to the Provincial Departments and Public Entities Knowledge and understanding of the roles of Internal and External Auditors Understanding Public Service Regulation framework. A person who has Government interest in delivering a better service to its citizens.

DUTIES

: The candidate will chair the Risk and Ethics Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice / guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department.

ENQUIRIES

: Ms M Lekwene Tel No: (053) 807 9711

OFFICE OF THE PREMIER

APPLICATIONS

: Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at T&I Building, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security).

FOR ATTENTION

: Mr. V. Fredericks

CLOSING DATE

: 01 March 2024

NOTE

: The Northern Cape Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender, race and disability representivity. Employment decisions shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za/vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. Where applicable, 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 accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, security vetting, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG), No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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 the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 06/99</u>	:	<u>SENIOR MANAGER: FINANCIAL MANAGEMENT REF NO: SM/FM/02/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF L7) in Finance/Accounting, together with at least 5 years' middle management experience in Financial Management, Accounting, Auditing, Risk Management, Budgeting, Reporting, Asset Management and Supply Chain Management. Specialisation in Public Finance Management will be an added advantage. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests. Competencies: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: To manage the financial and management accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to ensure sound financial management of the Office of the Premier. Management of Operations, Budget, and Capacity Management. Manage and coordinate the development, implementation, maintenance and reporting on the Financial Management annual performance plan and performance indicators. Oversee and coordinate the forecasting, planning, implementation, and reporting on the Office of the Premier's budget. Manage the Financial Management, office administration and assets management including planning, utilisation and auditing of office resources and assets, development. Manage the preparation and production of Financial Management monthly, quarterly, and annual reports. Manage the month-end and year-end processes and oversee the compilation of the Interim and Annual Financial Statements. Oversee and report on Donor funding. Manage the development, implementation, and maintenance of the Office of the Premier's financial management framework to meet legislative and regulatory prescripts relating to public finance management and accounting, asset management and payroll administration, and enable compliance to PFMA, Treasury Regulations. Assist the CFO in the development and implementation of the Office of the Premier's financial policies, procedures, delegations of authority, report and ensure that non-compliance issues are addressed, and recommendations made for amendments to processes and controls. Assist the CFO in manage the production, implementation, capacity building and maintenance of budget forecasting methods and tools. Oversee the Risk processes within the Finance Unit of OTP. Assist the CFO during internal and external audits, including preparation and the implementation of corrective measures regarding audit findings. Serve as liaison officer between the clients, service providers and government departments and ensure compliance with

financial information management prescripts. Support and give guidance to service providers and consultants on payment processes. Support and advice to the CFO on financial matters.

ENQUIRIES : Ms N Kruger at 066 344 0005

OTHER POSTS

POST 06/100 : **DEPUTY DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT REF NO: DD/EXCO/02/2024**

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

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a recognised Bachelor's degree / Advanced Diploma (NQF 7) in Public Management/Administration or related fields. Candidates must also have a minimum of 5 – 10 years Management relevant experience within the Executive Council Secretariat environment. Competencies: The following key competencies and skills are required for the position: Strategic and leadership management; Policy development and the ability to drive implementation; excellent planning, organizing and analytical skills; knowledge and understanding of key public service legislative framework. The ability to initiate, plan, manage, monitor and evaluate specific outputs in order to achieve desired objectives. Be able to initiate and support organizational change. Be able to manage and compile budgets and have an understanding of government procurement processes. Ability to innovate and solve problems. Knowledge of digitalisation processes. Knowledge of People Management and Empowerment, Computer literacy a valid driver's licence are further prerequisites.

DUTIES : Planning, arranging and coordinating Executive Council Meetings, Treasury Committee Meetings including Operation Clean Audit Committee and Makgotla including Fora as directed by the Senior Manager. Plan. Compiling of EXCO Agenda for approval. Drafting of Minutes and compile action list for implementation. Maintain database of all resolutions for follow-up and tracking and periodic reporting to evaluate the effectiveness of the implementation of resolutions. Liaise with all key stakeholders and monitor the implementation of EXCO resolutions and ensure that issues which have been referred to implementing departments and agencies through the Cluster Secretariat are dealt with and followed up. Provide support to the Technical Cluster Secretariats for follow-through on resolutions and reports referred to Cluster Committee. Maintain a co-ordinated system for receiving and compiling material for EXCO, Treasury Committee and OPCA Committees. Maintain tracking system in line with relevant Record Management and Information Security prescripts. Design mechanism to manage the request for archived resolutions and reports. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Ms. S. Gorrah at 060 980 9175

POST 06/101 : **WEB MANAGER: INFORMATION TECHNOLOGY REF NO: WM/IT/02/2024**

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

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a recognised Bachelor's Degree (NQF 7) in Information Technology coupled with 6 – 10 years' experience in web development. Competencies: Knowledge in Computers Systems analysis, Programming, Software Management, Database design of Information, Systems. Developing information systems, Program testing, Maintain information systems, System design, Program project planning, Analytical thinking, Web development, Research/analysis. Skills: Mathematics, Organizing, Computer literacy, Interpersonal relations, Problem solving, Ability to work independently and under pressure, Conflict Management. Ability to take decisions in respect of own work, prioritizing projects, make recommendation to users that could impact on the department/provincial administration. Attributes: Customer focused and responsiveness, Accuracy, Innovativeness and creativity, self-motivation.

DUTIES : The successful candidate will be responsible for the following duties: Formulate and implement a comprehensive web and application development strategy

aligned with the overall strategic direction and management plans of the Office of the Premier. Develop strategic plans for online web optimization, encompassing email campaigns and online promotions. Stay abreast of industry trends and emerging technologies to continuously enhance online presence and user experience. Represent the Northern Cape Provincial Government at various forums related to e-Government initiatives. Establish and maintain collaborative relationships with external stakeholders to foster partnerships and share best practices. Foster an enabling environment for other provincial web managers to perform their functions more effectively and efficiently by providing necessary technical support and resources. Collaborate with different departments to understand their specific needs and align web development efforts accordingly. Manage the Web and Application Development Section within the Office of the Premier. Oversee the day-to-day operations, including project planning, execution, and monitoring of web and application development activities. Make informed decisions concerning web and application development projects. Prioritize projects based on their impact on the department and provincial administration.

ENQUIRIES

: Mr. M. Segrys at 076 772 4749

POST 06/102

: **GISC TECHNOLOGIST REF NO: GISC/PP/02/2024**

SALARY

: R433 410 – R461 583 per annum, (all-inclusive remuneration package), (Depending on qualification and experience)

CENTRE

: Kimberley

REQUIREMENTS

: Applicants must be in possession of a 3-4 years Geographic Information Systems Bachelor's degree or related Bachelor's Degree. 6-year post qualification GISc Technologist experience. Certified GIS Enterprise professional. Compulsory registration with SAGC or PLATO as a GIS technologist, GIS Professional or Certification as a GIS Enterprise professional. Valid Driver's license. A Certification in IT and server administration will be an added advantage. Competencies: The following key competencies and skills are required for the position: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing, Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial design and modelling. Organisational Process knowledge; Systems maintenance; Mobile equipment operating; Open Access; Advanced computer skills; Interaction and communication. An understanding of provincial and municipal planning systems. Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc.

DUTIES

: The successful candidate will be responsible for the following duties: Develop and manage spatial information applications within the organizational process. Provide access to Spatial Information and Geographic Information Services to all clients in the (Northern Cape Sector Departments and Local Government). Develop training manual end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data, into a web based GISc system to provide Geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes undertaken during optimisation and integration. Undertake spatial modelling. Coordinate and manage the design, development and creation of geospatial databases. Research, investigate and advice on new GIS technologies. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards Undertake system audit. Undertake requirements analysis. Undertake cost-benefit analysis. Develop process model and workflows diagram Ensure implementation of GIS Standards Draft Terms of Reference for GIS projects Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform Quality Assurance of all the data and information products. Assist with the procurement process for the GIS related

- projects. Assist GIS Server administration and publishing webservice in the GIS portal.
- ENQUIRIES** : Ms. J. Meyer at 060 742 2577
- POST 06/103** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DD/EHWP/02/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Kimberley
: A registered Clinical Psychologist or Social Worker or Counsellor coupled with a minimum of 5 years' experience in workplace counselling, workplace health programmes and interventions. Registration with the Health Professions Council of South Africa (HPCSA) or South African Council of Social Services Professions (SACSSP). The incumbent must be computer literate with excellent data management, report writing and oral presentation skills. Proven knowledge of the Employee Health and Wellness Strategic Framework and operationalising the four pillars. The incumbent will have to maintain a strict code of confidentiality and maintain professional standards at all times. Knowledge of the Public Service Regulations and Basic Conditions of Employment is essential. Competencies: Proven skills in research as well as data and information management will serve as a strong recommendation. Dynamic thought leader in the field of health promotion. Excellent track record in the implementation of evidence-based workplace health programmes. A degree in employee assistance programmes will be an advantage.
- DUTIES** : The successful candidate will manage the rendering of Employee Health and Wellness services relating to health matters which will include the following: The rendering of a consultation service; the assessment of health and psychosocial problems (that is psychological; somatic; HIV/AIDS related, etc). The referral of cases when necessary. The monitoring of occupational health and safety matters. Design systems that manage employee health and wellness strategies, plans and policies. Implement evidence-based workplace health programmes that promote the well-being of employees. Design information systems to track ill-health determinates, with corresponding health risk reduction actions. Continuous monitoring and follow-up of cases. Liaison with stakeholders within the programme.
- ENQUIRIES** : Mr. B. Thekisho at 082 960 1982
- POST 06/104** : **ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REF NO: AD/OSPD/2024**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Kimberley
: Applicants must be in possession of a National Diploma or Bachelor's Degree (NQF level 6 or 7) in Development Studies, Disability Studies, Social Sciences, Public Administration/Management coupled with 3-5 years' administrative experience. Sound knowledge of international treaties and domestic policies impacting on the lives of persons with disabilities, understanding disability from a social-political and human rights perspective, as well as advocacy and awareness strategies. Knowledge and understanding of government outcomes planning and theory of change. Competencies: Policy analysis and report writing. Coordinate the mainstreaming of disability considerations into the government-wide performance monitoring and evaluation system and capacity building. Oversee management of the unit operations and staff members. Financial management, presentation skills, interpersonal skills, supervisory skills and conflict management.
- DUTIES** : The successful candidate will be responsible for the following duties: To coordinate disability awareness and inclusion campaigns. Monitor, evaluate and report on the implementation of the White Paper on the Rights of Persons with Disabilities, United Nations Convention on the Rights of Persons with Disabilities and Job Access Strategic Framework. Provide technical support on Disability-responsive reporting and planning guidelines and requirements to departments and municipalities.
- ENQUIRIES** : Ms. K. Sebico at 066 418 8822

POST 06/105 : **ASSISTANT DIRECTOR: TRANSVERSAL HUMAN RESOURCE DEVELOPMENT COORDINATION REF NO: AD/HRDT/02/2024**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
: Kimberley
: Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Human Resource Management / Public Management and related fields, coupled with at least 3 to 5 years Human Resource Development related experience; Knowledge of the HRD landscape and systems, Experience in stakeholder relations co-ordination, Knowledge and understanding of all HRD related prescripts, policies and legislation. Competencies: Proven understanding of the HRD Strategy for the Public Sector, Training and Development in the public sector and related policies. Ability to do qualitative and quantitative data analysis and report writing. Ability to prepare power point presentations and presentation skills, excellent writing and communication skills. Proven track record in stakeholder relationship management and co-ordination. Excellent planning and organising skills. Ability to communicate across a cross section of stakeholders, conflict resolution, supervision of junior employees.

DUTIES

: Co-ordinate the submission of Work Place Skills Plans(WSP) by all departments annually, render support and capacity building, Co-ordinate the submission of HRD Implementation plans and HRD Monitoring reports by all provincial departments annually in line with the Public Sector HRD Strategy and liaise with DPSA, Co-ordinate the submission of Annual Developmental programmes Reports to DPSA by all provincial departments, Co-ordinate the Quarterly submission of Quarterly Training Monitoring Reports by all provincial departments, Consolidation of all departmental Quarterly Training Monitoring Reports into A Provincial Quarterly Training report and presentation to the Provincial Skills Development Forum, Co-ordinate nominations for various mandatory training programmes across all provincial departments, Co-ordinate logistics for each training taking place, e.g. venues, catering, training materials, Liaise with NSG on the training, Communicate logistics to nominees, Liaise with training provider and facilitator, Co-ordinate the submission of portfolios of evidence by trainees, Co-ordinate Internship programmes, Work Integrated Learning programmes, and Learnership programmes by performing the following: Develop project implementation Plan, Recruitment of learners/interns, Co-ordinate work placements, Co-ordinate mentors, Manage learner contracts, Manage learners appointments, Manage learners attendance, Manage learner performance reviews, Arrange quarterly HRD Forum meetings, Invite departments, Prepare the agenda, Prepare minutes, Invite national stakeholders eg, PSETA,DPSA,NSG, Manage and co-ordinate activities which arise from the forum, Co-ordinate interventions by PSETA,DPSA and NSG.

ENQUIRIES

: Ms. R. Benjamin at 060 980 5654

POST 06/106 : **ASSISTANT DIRECTOR: PROVINCIAL COUNCIL ON AIDS SECRETARIAT REF NO: AD/PCA/02/2024**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
: Kimberley
: Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Public or Business Administration coupled with 3-5 years' administrative experience. Knowledge and understanding of public service policies and procedures. Competencies: Well-developed knowledge and the ability to use word processing, spreadsheets and presentation packages and other software utilized in the department; Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyse documents and situations in order to compile documents and draft submissions; Conflict resolution skills.

DUTIES

: Provide secretariat support function to the Provincial AIDS Council Secretariat; Develop reports, presentations and memoranda; Conduct preliminary discussions to proactively resolve and address the needs of both internal and external clients; Organize and attend meetings, conferences, workshops and summits; Ensure the

effective and efficient functioning of the Office of the Provincial AIDS Secretariat in terms of all acts and delegations including Human Resource Management Development and Office Management.

ENQUIRIES : Ms. K. Setima at 066 472 9184

POST 06/107 : **ASSISTANT DIRECTOR: HUMAN RESOURCE STRATEGY AND TRANSVERSAL CO-ORDINATION REF NO: AD/HRSTC/02/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a recognised National Diploma or Bachelor's degree (NQF level 6 or 7) in Human Resource Management / Public Management and related fields, coupled with at least 3 to 5 years Human Resource Development related experience; Knowledge of the HRD landscape and systems, Experience in stakeholder relations co-ordination, Knowledge and understanding of all HRD related prescripts, policies and legislation. Competencies: The preferred candidate will have sound knowledge of the Legislative Framework governing the Human Resource Development/Skills Development functional area as well as knowledge of Research and Analysis, Project Management, and Database Management. The candidate should also have well-developed communication skills, which includes formal presentation, strong written communication, in particular report-writing and minutes-taking, listening and computer skills. This post requires a person with proven organizing and coordinating capabilities, as well as excellent planning and analytical skills, coupled with strong interpersonal skills.

DUTIES : The successful candidate will be responsible for the following duties: Coordinate the determining of the skills needs within the province through analysis; Facilitate skills audit processes; Coordinate sector reports; Coordinate sector partnerships; Facilitate programmes for internships, Learnerships, artisans, bursaries and provide secretariat function to the Human Resource Development Council/PSDF.

ENQUIRIES : Mr. J. Kale at 060 997 7580

POST 06/108 : **CHIEF REGISTRY CLERK REF NO: CRC/RM/02/2024**

SALARY : R294 321 per annum (Level 07)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/ Public Administration or equivalent qualification coupled with 3-5 years' experience in the records management field. Competencies: Job knowledge, interpersonal relations, flexibility, teamwork, computer, planning and organising, language, good verbal, writing and communication skills, knowledge of registry duties, practices as well as the ability to capture data and operate a computer, working knowledge and understanding of the legislative framework governing the Public Services, knowledge of storage and retrieval procedures in terms of the working environment.

DUTIES : Supervise and provide registry services, supervise the handling of incoming and outgoing correspondence, supervise and render an effective filing record management service, supervise and operate machines in relation to the registry function, supervise the processing and process documents for archiving and disposal, supervise human resources and financial resources.

ENQUIRIES : Mr. S. Mojatau at 081 887 3088

POST 06/109 : **ADMIN OFFICER: PERFORMANCE MONITORING AND EVALUATION REF NO: AO/PM&E/02/2024**

SALARY : R294 321 per annum (Level 07)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/ Public Administration or equivalent qualification coupled with 3-5 years' experience in Office Management, Public Administration. Competencies: Extensive knowledge of the functioning of Provincial Government, Data Management Systems, Monitoring and Evaluation operations, knowledge of the Financial Procurement systems and the relevant policies and Record keeping. The

ability to interpret and apply policies. The ability to compile reports and statistics, accurately record minutes and decisions at meetings, problem solving skills. Proven computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, dealing with stakeholders, ability to work under pressure with multiple deadlines and maintaining confidentiality.

DUTIES : The successful candidate will be responsible for the following: To provide administrative support to the Directorate in relation to integrated Monitoring and Evaluation. Coordinate and facilitate communication and correspondence to departments. Assist with the compilation of monitoring statistical data. Consolidate analysis reports and presentations required by the Directorate. Assist departments with M & E system technical troubleshooting (PIMS and EQPRS). Assist with administrative support for capacity building and monitoring engagements. Assist with tracking progress on departmental quarterly reporting and submission of service delivery improvement plans. Provide administrative supports for all M & E Fora. Assist with logistical planning and procurement, handling subsistence and travel claims.

ENQUIRIES : Ms. S. Vallabh at 066 476 1645

POST 06/110 : **PRINCIPAL PERSONNEL OFFICER REF NO: PPO/HRA/02/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Kimberley

REQUIREMENTS : Applicants must National Diploma in Human Resource Management/Public Management/Public Administration (NQF Level 6) coupled with 3-5 years' experience in Human Resources Administration. Knowledge of Public Service Act and Regulations, Basic Condition of Employment Act and key legislative prescripts related to Human Resource Practices. Proven extensive knowledge of the PERSAL System. Competencies: The following key competencies and skills are required for the position: In depth knowledge of Human Resource Administration practices and procedures; Ability to analyse PERSAL reports; Good written and verbal communication skills; Analytical skills, computer literacy, (MS word, Excel and PowerPoint); Sound supervisory skills, excellent interpersonal skills, communication, decision making and problem solving skills; Ability to develop written reports and action plans; Ensuring attention to detail in respect of tasks; Ability to plan, prioritize and execute tasks in order of importance. Ability to maintain a high level of confidentiality; Conflict resolution skills; Facilitation and presentation skills. Self-motivated, highly organised and the ability to work under pressure and to display initiative; and the ability to interpret and implement directives.

DUTIES : The successful candidate will be responsible for the following duties: Manage day to day functioning of HR practices and ensure high quality of service. Supervise, plan and co-ordinate the work activities of Personnel Officers. Supervise staff by allocating and ensuring quality of work, personnel development; assessing staff performance and apply discipline. Ensure that all records, post establishment and HRA databases are maintained and updated regularly. Facilitate and administer recruitment and selection processes which includes the coordination of advertisement of vacant and funded positions, drafting of adverts, receiving and screening of applications. Ensure the facilitation of all logistical arrangements for shortlisting and interview processes. Provide a secretariat support service at shortlisting and interview sessions. Prepare shortlisting and appointment submissions. Facilitate Pre-Employment Suitability Checks (Reference Checks, Verification of Qualifications & Vetting). Facilitate post provisioning by ensuring the accurate capturing of transactions on PERSAL (Appointments, Promotions, Grade Progression, Translation in Rank, Transfers and MMS/SMS Packages). Update and maintain personal profiles on PERSAL. Prepare submissions for Transfers/Promotions/Relocations. Approve transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics.

ENQUIRIES : Mr. E. Mokgosi at 076 833 2501

POST 06/111 : **SENIOR PROGRAMMER: INFORMATION TECHNOLOGY REF NO: SP/IT/02/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a recognised National Diploma or Bachelor's degree (NQF level 6 or 7) in Information and Communication Technology or equivalent with a minimum of three years' experience within a web development environment. Competencies: Basic HR Matters; Computer hardware and software; Software Development; Website Development; Knowledge of operating systems; Database Development; Research/analysis; Computer system analysis; Program testing; Maintain information systems; Administration procedures relating to specific work environment.

DUTIES : The successful candidate will be responsible for the following: Collaborate with the development team to assist in creating and maintaining Provincial and Departmental Websites and Applications. Utilize your expertise in software development and website development to contribute to the design and functionality of these platforms. Develop databases for back-end implementation on both Desktop and Web Applications. Ensure the efficient and secure management of data, optimizing database performance for seamless application functionality. Establish effective communication channels with internal and external stakeholders. Collaborate with various departments to gather information and content for dissemination on departmental websites and systems. Demonstrate a strong understanding of computer hardware and software, along with knowledge of operating systems. Apply computer system analysis and program testing to guarantee the reliability and functionality of developed applications. Engage in research and analysis activities to stay updated on industry trends, emerging technologies, and best practices. Implement findings to enhance the quality and efficiency of web development within the department.

ENQUIRIES : Mr. M. Segrys at 076 772 4749

POST 06/112 : **STATE ACCOUNTANT: PAYMENTS ADMINISTRATION REF NO: SA/FA/02/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Accountancy coupled with at least 3-5 years' experience in Finance. Competencies: The following key competencies and skills are required for the position: Knowledge of the Public Finance Management Act and Treasury Regulations, people management and empowerment, strong computer skills (MS Excel, MS Word, etc). Knowledge of financial operating systems (BAS, LOGIS, PERSAL), sound analytical and numerical skills, client orientation and customer focus, the ability to work under pressure, verbal and communication skills.

DUTIES : The successful candidate will be responsible for the following duties: Assist the unit in ensuring that policies and standard operating procedures are compiled with, assist in the Preparation of monthly or quarterly financial and non-financial reports, assist the Assistant Director in ensuring Compliance with all Legislative requirement, assist the unit in the maintenance of a sound control environment, maintenance of a supplier invoices reconciliations system, monitoring and tracking of the payments to suppliers, verification of supplier invoices, authorisation of supplier payments, ensuring that financial transactions or payments are accurate, ensure the safeguarding of payment records, assist in inputs required regarding any other activities within the unit and supervise subordinates.

ENQUIRIES : Mr. J. Carolus at 066 189 8528

POST 06/113 : **PERSONNEL OFFICER REF NO: PO/HRA/02/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Senior Certificate or an appropriate equivalent qualification. A post matric qualification (Diploma/Degree) will serve as

an added advantage. Candidates must have 0 – 2 years' administrative experience. Competencies: Good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, Computer literacy; The ability to operate office equipment and perform routine tasks; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidate will be responsible for the following duties: Administering the advertising process; receive and record job vacancy information; co-ordinate the interviewing process; provide administrative support; handle human resource enquiries; assist with all matters related to the staff establishment; instate transactions on PERSAL with regard to appointments, relocations, transfers, movements, promotions, MMS packages etc.

ENQUIRIES : Mr. E. Mokgosi at 076 833 2501

POST 06/114 : **REGISTRY CLERK REF NO: RC/RM/02/2024**

SALARY : R202 233 per annum (Level 05)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a a Senior Certificate or an appropriate equivalent qualification. A post matric qualification (Diploma/Degree) will serve as an added advantage. Candidates must have 0 – 2 years' administrative experience. Competencies: The following key competencies and skills are required for the position: Knowledge of limited range of work such as filling, storage and retrieval of information/ documents; planning and organising daily tasks and own work; knowledge of labour-saving devices; working procedures in respect of working environment; Numeracy; organising; Literacy; routine verbal exchange of information and basic interpersonal relationship.

DUTIES : The successful candidate will be responsible for the following duties: Provide registry counter services. Attend to clients, handle telephonic and other enquiries received and received and register hand deliver mail/ files. Handle incoming and outgoing correspondence. Receive all mail, sort, register and dispatch mail and distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system, Filing/ storage, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register, Frank post, record money and update register daily and lock post in postbag for messengers to deliver to Post Office.

ENQUIRIES : Mr. S. Mojatau at 081 887 3088

POST 06/115 : **ADMINISTRATION CLERK FOR POLICY AND PLANNING REF NO: AC/P&P/02/2024 (X2 POSTS)**

SALARY : R202 233 per annum (Level 05)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Senior Certificate or an appropriate equivalent qualification. A post matric qualification (Diploma/Degree) will serve as an added advantage. Candidates must have 0 – 2 years' administrative experience. Competencies: Good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, Computer literacy; The ability to operate office equipment and perform routine tasks; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidate will be responsible for rendering general clerical support services by organising, storing, capturing and retrieving correspondence and data; Updating registers and statistics; Handling routine enquiries; Distributing documents/packages to various stakeholders as required; Keeping and maintaining the filing system for the Unit; Typing letters and/or other correspondence when required; Keeping and maintaining the incoming and outgoing document register, personnel records, and attendance register of the Unit; Renders administrative support services that entail travel and accommodation arrangements, procurement services, etc. Provides support to the Unit Head regarding meetings or events. Keep record of and follow up on all decisions and actions of the Unit. Ensures the effective flow of information and documents to and

from the Unit. Collect, analyse, collate information and draft reports, documents and presentation as required.

ENQUIRIES : Ms. J. Meyer at 060 742 2577

POST 06/116 : **FOOD SERVICE AID REF NO: FS/FM/02/2024 (X2 POSTS)**

SALARY : R125 373 per annum (Level 02)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of an NQF level 1 or 2 (Abet level 2 certificate or equivalent). Experience in food aid services will serve as an added advantage. Competencies: The following key competencies and skills are required for the position: Cleaning; food aid services; how to use office and household equipment; working procedures in respect of working environment; routine administrative procedures; interpersonal relationships; communication skills; basic numeracy; literacy; organising and be able to work within a team or independently.

DUTIES : The successful candidate will be responsible for the following duties: Clean kitchen utensils and equipment; Provide catering support services; Keep stock of kitchen utensils and equipment; Apply hygiene and safety measures; Maintain quality control measures of all food provided; Removal of garbage disposal, Prepare food, snack and beverage (water, tea, coffee, milk, sugar and cold drinks); Setup and convey crockery, Cutlery and equipment to dining areas; Serve food, beverages and be responsible for food supplies including reporting waste and losses.

ENQUIRIES : Ms. C. Monoametsi at 066 109 9299

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : The Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho, 2735, Ground Floor Provident House Building.
- FOR ATTENTION** : Ms PP Setsiba
- CLOSING DATE** : 11 March 2024 @16H00
- NOTE** : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. s). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s), Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Shortlisted Candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications' verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain Pre-Entry certificate. (SMS Pre Entry Programme) is offered by the National School of government, information can be accessed via this link: <http://www.thensg.gov.za> . The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 06/117** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: SD/3/14/23/E**
Chief Directorate: Corporate Services
This is a re-advert, Applicants who previously applied are requested to reapply.
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
- CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)
Grade 12 Certificate. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Management /Public Administration/Project Management or equivalent qualification with at least five (5) years of proven experience in a senior managerial position. A postgraduate qualification (NQF Level 8) will be an added advantage. Sound understanding of the functioning of the Public Service will be an added advantage Knowledge of Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. A valid driver's license. Pre-entry certificate is submitted prior to appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
- DUTIES** : Oversee the rendering of Human Resource Management Services within the Department. Manage the provision of strategic support and administration services. Manage the coordination of Departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services of the Department. Manage the coordination of strategic planning, research, monitoring, and evaluation programme. Monitor security compliance within the Department. Oversee the management of infrastructure within the Department. Monitor Communications Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.
- ENQUIRIES NOTE** : Dr F Ngqobe Tel No: (018) 388 2043/1668
The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/118** : **CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT REF NO: SD/3/22/23/E**
Chief Directorate: Districts and Institutional Support Management
This is a re-advert, Applicants who previously applied are requested to reapply.
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
- CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)
Grade 12 Certificate. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Management /Public Administration/Project Management or equivalent qualification with at least five (5) years of proven experience in a senior managerial position. A postgraduate qualification (NQF Level 8) will be an added advantage. Sound understanding of the functioning of the Public Service will be an added advantage Knowledge of Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and

		Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. A valid driver's license. Pre-entry certificate is submitted prior to appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.
<u>DUTIES</u>	:	Provide strategic leadership and management to the following programmes: District Coordination (4 district offices, 19 service points, 2 sub-offices) Institution Management (8 existing institutions and 3 under construction). Corporate Services. Finance Administration and Management. Social Welfare Services. Specialist Social Services. Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.
<u>ENQUIRIES</u>	:	Dr F Ngqobe Tel No: (018) 388 2043/1668
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment
<u>POST 06/119</u>	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/ 3/18/23/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. An undergraduate B Com qualification (NQF level 7) in Human Resource Management or equivalent Human Resource Management qualification as recognised by SAQA with 5 years' extensive working experience in HCM at the Middle Management level. The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/sector. A good background in turnaround and change management strategies. Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). A valid driver's licence. Pre-entry certificate is submitted prior to appointment. Competencies: A results-driven, customer-focused approach, with excellent planning, organisational, communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work under pressure and deliver to tight deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Manage and coordinate the implementation of departmental transformation programmes. Coordinate and integrate the service delivery programmes of the Department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and coordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.

ENQUIRIES : Dr F Ngqobe Tel No: (018) 388 2043/1668
NOTE : The successful candidate will be required to sign a performance agreement within 3 months of appointment

OTHER POSTS

POST 06/120 : **SERVICE POINT MANAGER MORETELE AND KGETLENG REF NO: SD/3/23/23/E (X2 POSTS)**
Chief Directorate: Districts and Institutional Support Management
Directorate: Districts And Institutional Support Management

SALARY : R958 824 per annum (Level 12), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

CENTRE REQUIREMENTS : Moretele and Kgetleng Service Points
Grade 12 Certificate. A Grade 12 Certificate. An appropriately recognized bachelor's degree in social work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACSSP_council and proof of payment of annual fees for the current cycle. Computer literacy. Valid driver's license. Competencies: Computer literacy. An understanding of social welfare policies and people-centered development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation, and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.

DUTIES : Provide Social Work and Community Development Services are delivered within the Service Points through the promotion of social change, problem-solving in human relations, and the care, support, protection, and development of vulnerable individuals, groups, families, and communities through relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development services through the efficient, economical, and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis, and profiling are undertaken to determine interventions in the defined areas. Ensure control of the quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff at the service point. Manage the provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan, and services delivery improvement plan within the public service framework. Ensure Performance management, people empowerment, and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.

ENQUIRIES : Dr M Motshedi Tel No: (014) 590 6600
NOTE : The successful candidate will be required to sign a performance agreement within 3 months of appointment

POST 06/121 : **INSTITUTION MANAGER – SONOP OLD AGE HOME REF NO: SD/ 3/24/23/E**
Chief Directorate: Districts and Institutional Support Management
Directorate: Districts and Institutional Support Management

SALARY : R958 824 per annum (Level 12), (An all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

CENTRE REQUIREMENTS : Sonop Old Age Home
A Grade 12 Certificate. An appropriately recognized bachelor's degree in social work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACSSP Council. Computer literacy. Valid driver's license. Competencies: Computer literacy. An understanding of social welfare policies and people-centered

- development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation, and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.
- DUTIES** : Provide social work services with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities. Facilitate the development and planning of substance abuse programmes and interventions. Control the quality of the work delivered. Plan and ensure that social work research related to substance abuse is undertaken. Monitor and evaluate services. Authorize admission of clients in the institution in line with the admission policy & criteria as prescribed by the relevant policies. Manage and facilitate the implementation of a wide range of social services. Ensure implementation of policies, processes, and protocols to comply with legislation, as well as norms and standards to facilitate for service delivery planning, management, and improvement. Identify risk areas, evaluate, and provide corrective measures. Manage the provision of corporate and financial management services in the institution. Facilitate and ensure the development, implementation, and monitoring of the institution's annual performance plan, operational plan, and service delivery improvement plan. Performance management. Ensure effective stakeholder relations management.
- ENQUIRIES** : Dr M Motshedi Tel No: (014) 590 6600
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/122** : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: SD/ 3/20/23/E**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Grade 12 Certificate. A degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Economics or equivalent qualification. A minimum of 5 years' working experience in supply chain management, of which 3 years must have been at junior management level. Knowledge of and experience in the application of the legislative framework that governs supply chain management acquisition in the Public Service environment, PFMA, PPPFA, B-BBEE and Treasury Regulations. A valid driver's licence. Competencies: Effective verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, and PowerPoint, Knowledge of WALKER/BAS Financial Systems. Skill in the evaluation of written reports.
- DUTIES** : Review and implement sourcing strategy. Oversee advertisement of bids (and quotations). Receipt and closing of bids. Oversee evaluation, adjudication and award of bids. Manage and undertake risk management assessments. Manage the safeguarding of SCM information. Review and manage SCM policies. Undertake all administrative functions with regard to financial and human resource administration.
- ENQUIRIES** : Ms G Mogoïwa Tel No: (018) 388 1529
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/123** : **DEPUTY DIRECTOR DEMAND MANAGEMENT REF NO: SD/ 3/19/23/E**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the

		Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng)
	:	Grade 12 Certificate. Degree / National Diploma in Supply Chain Management/Demand / Economics / Financial Management or equivalent qualification. Minimum of 5 years working experience in supply chain management demand management, of which 3 years must be at junior management level. Knowledge and experience in the application of the legislative framework that governs supply chain management in the public service environment, PFMA, PPPFA, BBBEE, Treasury Regulations and other Public Service Supply Chain Management legislative frameworks. A valid driver's license. Competencies: Effective verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, and PowerPoint, Knowledge of WALKER/BAS Financial Systems. Skill in the evaluation of written reports.
<u>DUTIES</u>	:	Develop and implement demand management framework and strategies. Ensure the consolidation of the procurement requirements from different programs in line with the strategic plan of the department. Ensure consolidated procurement plan for goods and services with critical dates and timeous submission to Treasury. Monitoring and reporting of Procurement Plan. Facilitate Bid specification committee meetings. Timeous submission of monthly reports. Undertake all administrative functions with regard to financial and human resource administration.
<u>ENQUIRIES NOTE</u>	:	Ms G Mogoïwa Tel No: (018) 388 1529
	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment
<u>POST 06/124</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: SD/ 3/21/23/E</u> Chief Directorate: Financial Management and Administration Directorate: Supply Chain Management
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng)
	:	Grade 12 Certificate. A degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Economics or equivalent qualification. A minimum of 5 years' working experience in supply chain management logistics management, of which 3 years must have been at junior management level. Knowledge of and experience in the application of the legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, B-BBEE and Treasury Regulations. A valid driver's licence. competencies: Effective verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, and PowerPoint, Knowledge of WALKER/BAS Financial Systems. Skill in the evaluation of written reports.
<u>DUTIES</u>	:	Design and develop logistics policies and procedures. Manage and implement logistics management support. Ensure timeous processing of requisitions for goods and services. Placement of orders for goods and services. Management of commitment register and ensure timeous payment of invoices. Prepare and submit management reports. Prepare cash flow and control expenditure. Manage and ensure compliance with specifications related to all approved orders. Manage and implement compliance with supply chain management processes. Manage and monitor vendor/supplier performance. Identify processes deficiencies, as well as develop and implement improvement plans. Overall resource management (financial, human and assets). Give effect to strategic and operational plans of the Sub-directorate.
<u>ENQUIRIES NOTE</u>	:	Ms G Mogoïwa Tel No: (018) 388 1529
	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment

<u>POST 06/125</u>	:	<u>PSYCHOLOGIST (GRADE 1) REF NO: SD/ 2/28/23/E</u> Chief Directorate: Specialist Social Services Directorate: Crime Prevention
<u>SALARY</u>	:	R790 077 – R1 249 254 per annum, (an all-inclusive remuneration package), (Salary determined in line with OSD Regulations, by the number of years and appropriate post qualification experience)
<u>CENTRE REQUIREMENTS</u>	:	JB Marks Treatment Centre (Dr Kenneth Kaunda District)
<u>REQUIREMENTS</u>	:	Grade 12. An appropriate qualification that allows registration with the Health Professional Council of South Africa HPCSA as Clinical Psychologist in a relevant registration category e.g. clinical, counselling, educational, industrial, research, psychology. Registration with HPCSA as Clinical Psychologist in any of the identified registration categories. No experience required after registration with HPCSA as Psychologist in respect of South African qualified employees who performed community service, post the South African acquired qualification. Computer literacy. A valid driver's license. Competencies: knowledge of Public Service legislation, mental health and substance abuse related legislations in depth understanding of programmes, rendered in substance abuse rehabilitation centres. Knowledge of Diagnostic Statistical Manual of Mental Disorders, (DSM – 5) specifically regarding substance use and related disorders. Ability to work with individuals and teams, excellent verbal, liaison and wiring skills. Ability to function independently and under pressure. Excellent assessment skills, analytical skills, problem solving skills and conflict resolution skills a. knowledge of developmental processes and therapeutic approaches.
<u>DUTIES</u>	:	Conduct research and design psychological programmes. Development of systems in the management of psychological programmes. Provide psychological services to service users conduct routine comprehensive psychological screening, assessment and test to evaluate intelligence, cognitive abilities, vocational abilities, personalities and neuropsychological functioning. Compile individual Treatment Plans (ITP) in line with service user's needs. Conduct psychotherapy sessions with individuals, couples, families and groups. Conduct educational life skills group sessions. Participate in the Multi-Disciplinary Team (MDT) sessions. Conduct internal in service training for (MDT members. Conduct and participate in Outreach programmes. Develop and review departmental policies procedures and protocols. Ensure adherence to applicable quality assurance measures in own area of work. Collect data , keep records and manage information. . Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms DC Monyemore Tel No: (018) 294 5134
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment
<u>POST 06/126</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION: REF NO SD/3/70/23</u> Chief Directorate: Corporate Services Directorate: Strategic Planning, Policy, Monitoring and Evaluation, Research
<u>SALARY</u>	:	R811 560 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office – Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree or equivalent qualification. Minimum of 5 years 'experience of which 3 years must be at junior management level within the monitoring and evaluation filed. Knowledge and understanding of Government-wide Monitoring and Evaluation. Computer skills. Valid driver's licence. Competencies: Knowledge of the Government budget, planning cycle and policy development processes. Understanding of National Treasury Framework for Management of Programme Performance Information, National Treasury Annual Reporting Principles and National Treasury Planning Framework. Advanced skills in qualitative and quantitative methods, statistical analysis and evaluation. Demonstrable technical expertise and experience in programme monitoring and evaluation. Demonstrable understanding of current monitoring and evaluation approaches and methods including outcomes approach. Planning and execution. Delegation and empowerment. Ability to work under pressure and meet tight deadlines. Presentation and facilitation skills. Report-writing skills. Management of financial resources. Human Resource Manage ment. Good communication,

- presentation and facilitation skills. Creativity. Conflict resolution and negotiation skills.
- DUTIES** : Develop and implement Monitoring and Evaluation policy/framework, strategies and systems that are aligned to planning and reporting requirements. Coordinate the implementation of all departmental plans including strategic plans, annual performance plans and operational plans. Conduct validation of reported performance information and prepare departmental reports as required. Capture non-financial data on the Provincial Information Management System and EQPR System. Ensure compliance with reporting requirements and timelines. Conduct in-depth analysis and assessment of all departmental plans including monitoring the implementation of the Department's strategic and operational plans in terms of comparing actual outputs against planned targets and budget. Manage and monitor performance information audits. Coordinate departmental performance reviews. Ensure total quality management strategies. Performance management. Resource management.
- ENQUIRIES** : Dr LM Gasealahwe Tel No: (018) 388-2556
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/127** : **DEPUTY DIRECTOR ORGANISATIONAL DEVELOPMENT REF NO: SD/2/17/23/E**
Chief Directorate: Corporate Services
- SALARY** : R811 560 per annum
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Grade 12 certificate. Grade 12 Certificate. Recognised Bachelor's degree in Human Capital – Organisational Development or relevant qualification. Minimum of 5 years' experience in organisational development of which 3 years must have been at junior management level, Knowledge and understanding of regulations, policies, directives, and systems relevant to organisational development. Valid driver's licence. Competencies: Knowledge of Organisational development; Form design and control; Job evaluation system; Procedure and methods study; Compilation of management report; HR planning; Prescripts; Public Service Act and Public Service Regulations. Good Communication skills; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.
- DUTIES** : Develop, implement, and monitor relevant policies and programmes. Develop and implement plans. Coordinate organisational design and development processes. Ensure compliance with DPSA and MPSA directives on organisational design. Facilitate implementation of organisational functionality assessments. Coordinate development, implementation, monitoring, and review of Service Delivery Improvement Plans. Implement change management strategies and plans. Coordinate development and implementation of business processes. Ensure mainstreaming and institutionalization of Batho Pele programmes. Performance management. Resource management.
- ENQUIRIES** : Ms PP Setsiba Tel No: (018) 388 2020
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : 08 March 2024
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POST

- POST 06/128** : **SCIENTIST CANDIDATE (FORENSIC TOXICOLOGY)**
Chief Directorate: Emergency Clinical Services Support
(4 Year Contract)
- SALARY** : R598 062 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Division: Forensic Pathology Services
- REQUIREMENTS** : Minimum educational qualification: A recognized Bachelor of Science degree/BTech in toxicology, chemistry, pharmacology or a related science. Registration with a professional council: Registration with SACNASP as a candidate Natural Scientist. Competencies (knowledge/skills): Microsoft Office, statistical programs (e.g, SPSS). Analytical and Technical Skills: Chromatography, mass spectrometry, laboratory equipment, sample preparation. Quality Management Systems and ISO17025:2017. Research and scientific methods. Time management and productivity. Proactivity and accountability. Teamwork and collaboration. Adaptability and attention to detail. Good laboratory practice (GLP).
- DUTIES** : Laboratory support. Technical and scientific support. Administrative support, information management, and resource management. Quality Management System (QMS) support. Research and development.
- ENQUIRIES** : Ms B Davies Tel No: (021) 406 6026, Bronwen.davies@uct.ac.za

PROVINCIAL TREASURY

- 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** : 04 March 2024
- NOTE** : 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 POST

<u>POST 06/129</u>	:	<u>BUDGET COORDINATOR: PROVINCIAL GOVERNMENT FINANCE REF NO: PT 06/2024</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year B-Degree/Advanced Diploma (equivalent or higher qualification); A minimum of 3 years middle management experience. Recommendation: Experience in the following: Management accounting field, expenditure analysis and report writing. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury regulations, Provincial Treasury Directives); Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Basic accounting system and its structures; Appropriation accounts; Submissions to Accounting Officer, Ministers, Cabinet and Treasury; Relevant systems; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA); National Treasury Regulations (NTR's); Provincial Treasury Instructions (PTI's); Division of Revenue Act (DORA); Direct Charges Act; Inter-governmental Fiscal Relations Act; Appropriation Act as amended; Skills needed: Proven computer literacy; Presentation; Research and econometric.
<u>DUTIES</u>	:	Coordinating the main budget (EPRE) process for the province, including planning, assessing budget submissions, compiling the budget (printers' proof), drafting of the Bill and tabling of the main budget for the province; Coordinating the adjustment (AEPE) budget process for the province, including rollover applications, planning, assessing budget submissions, compiling the budget (printers proof), drafting of the Bill for the adjustment budget/s and tabling of the AEPE for the province; Coordinate, monitor and analyse the In-year budget spending performance of 3 departments/ votes; Management of staff.
<u>ENQUIRIES</u>	:	Ms M Nicholas Tel No: (021) 483 4896