



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 OF 2024
DATE ISSUED 01 MARCH 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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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 : 15 March 2024 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding 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 08/01 : **CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2024/36**

SALARY : R990 747 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 Degree in Quantity Surveying or relevant qualification. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Six years post qualification Quantity Survey experience required. Relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Incumbent should be proficient in technical consulting and technical report writing. Must be able to draw up Bill of Quantities, submitting payment certificates and budget control of projects. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Appropriate and good understanding of all relevant legislation and construction industry contracts. Good human relations. Good and oral written communication skills. Knowledge of Public Finance Management Act, Occupational Health and Safety Act, Supply chain management, Contract Management. Applied knowledge of all Built environment legislatives/regulating requirements. A valid driver's license and the ability/willingness to travel.

DUTIES : Provide technical support to Project Managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs.

Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections. Inspect existing buildings to ensure that the state property is sensibly utilized and not wasted. Perform final review and approval or audits on new architectural designs according to design principles, Set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on architectural related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve architectural fee accounts of consultants. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES
APPLICATIONS**

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

FOR ATTENTION

: Ms. C Rossouw

POST 08/02

: **ARTISAN PRODUCTION: PLUMBING (GRADE A) REF NO: 2024/37**

**SALARY
CENTRE
REQUIREMENTS**

: R220 533 per annum, (OSD salary package)
: Gqeberha (Port Elizabeth Regional Office)
: A appropriate Trade Test Certificate. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver`s license.
: Maintain and repair technical faults related to electrical according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

DUTIES

: Maintain and repair technical faults related to electrical according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

**ENQUIRIES
APPLICATIONS**

: Mr. WDM Ntshona Tel No: (041) 408 2307
: Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

FOR ATTENTION

: Ms. PT Buwa

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to applications2@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD SSS PRM"
- CLOSING DATE** : 15 March 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to a technical exercise, a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 08/03** : **ASSISTANT DIRECTOR: SECTOR SPECIFIC SUPPORT (PRIMARY SECTOR) "REF NO: ASD SSS PRM"**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Public Administration / Business Management / Development Studies / Economics as recognised by SAQA. 3-5 years' experience at a Functional Specialist level in Economic Development and Project Management sector in either one of the following sectors: Mining / Agriculture / Fisheries/ Forestry/ Environmental Management environment. Training in MS Office Packages, Advanced Management Development Programme and Project Management. A valid driver's licence is required. Postgraduate qualification in Public Administration/ Business Administration/ Economics / Development Studies would be an added advantage. Have competencies in: Communication (verbal and written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service Delivery Innovation, Basic Policy Development, Technical and business analysis and Small Business feasibility and viability assessments.
- DUTIES** : Conduct research aimed at: identifying best practices for the development of policies and strategies for sector development specific value chain (Primary Sector) in respect of Mining/ Agriculture / Fisheries / Forestry / Environmental Management etc, conducting comparative studies between the available tools, policies, strategies, and programmes on the development of the sector master plan and programmes to assist in selecting the best fit for the South African Small Enterprise ecosystem. Draft policy and strategy implementation guidelines for sector development (Primary - Mining, Agriculture, Fisheries, Forestry, Environmental Management etc). Analyse, review programme designs models, programmes, instruments and guidelines for access to business infrastructure and Business Development Services support. Coordinate the piloting of new and improved sector development programmes and assist in other areas within the primary sector as and when required. Implement norms and standards, identify weaknesses, gaps in service delivery and implement innovative solutions to improve service delivery. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 08/04** : **CLINICAL MANAGER (MEDICAL OFFICER GRADE 1) REF NO: DHCM/11/2023 (X1 POST)**
Directorate: HIV AIDS STIs and TB (HAST) Programme JHB District Office
Candidates who previously applied are encouraged to re- apply
- SALARY** : R1 288 095 per annum
CENTRE : Johannesburg Health District
REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration with the HPCSA as Medical Practitioner. Diploma in HIV Management. A minimum of 03 years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner. 03 years must be working directly in HIV, STIs, VMMC ART Management, TB control, TB/HIV, and DR TB Clinical Management. Master's degree in public health or equivalent qualification would be an advantage. Knowledge of advanced, complex case management would be an advantage. Knowledge of government guidelines and protocols for HIV, STIs, VMMC TB, and DR TB management; Experience in training, clinical mentoring, and supervision; Proven skills in program management including institutional capacity building and systems development; Must be a team player with excellent analytical, oral and written communication skills; Flexibility to work at several geographically dispersed sites. Good Computer skills in Excel, PowerPoint, and MS Word; A valid driver's licence. Must be willing to travel extensively. Knowledge of PFMA legislation and Government policy on HIV, STIs, and TB. Knowledge of DHIS, TIER.NET, EDRweb and report writing skills.
- DUTIES** : The Clinical Manager role is to provide support for the implementation of a country-wide scale up of community and facility-based VMMC and TB/MDR TB treatment programs. Duties: The incumbent will be responsible for the following activities but not limited to: develop with NTP and other implementing partners strategies for improving the quality of HIV, STIs and TB; Strengthen clinical knowledge and experience in the management of HIV, STIs VMMC and TB; Assist the National TB Control Programme in implementing strategies to prevent TB/ MDR TB; Initiate and provide technical support and training to district-based management teams and service providers to implement and monitor TB/ MDR TB treatment programs; Build capacity of project staff, Department of Health (DOH) counterparts and collaborating NGOs in the implementation of interventions to prevent, diagnose and treat HIV, STIs VMMC and TB / MDR TB; Ensure correct patient management and review clinical decisions while strengthening expertise among health care professionals for HIV, STIs VMMC and TB/DR TB care; Work with the DOH to assist in the implementation of HIV, STIs and DS and MDR TB monitoring and evaluation tools; Work with Local Government, NGOs and Developmental District Partners to implement innovative treatment support and monitoring tools through Health technologies; Assist to design / implement targeted operations research to assess and improve implementation of HIV, STIs, VMMC DS and MDR TB programs; Provide regular monitoring and evaluation reports to the District HAST Programme. Reports: Provide monthly and quarterly status reports to the District HAST Programme.: Clinical and Diagnostic Services; Provide activity-based reports per the project guidelines to the Team Lead: Clinical and Diagnostic Service. Work with DoH, CoJ, and Developmental Partners at Sub District and District Management teams. Improve health systems in support of good clinical practice in Province, District, Hospitals, CHC's, and PHC Clinics. Guide implementation of DoH HAST treatment protocols. Keep abreast of the developments in the HIV, STIs VMMC DS, and DR TB programme areas. Facilitate and monitor HIV, STIs, VMMC DS, and DR TB for internal and external stakeholders as may be required. Contribute to operational planning activities. Liaising and negotiating with the private sector to improve the health status of communities. Perform all other duties delegated by the Supervisor / Manager. Participate in the training and clinical mentorship of health providers. Support the roll out of Operation Phuthuma Nerve Centre approach at District and Sub District level. Support the dissemination and review of HAST policies. Strengthen VMMC, TB/HIV collaboration and rollout.
- ENQUIRIES** : Ms Matlhodi Mogorosi at 082 857 1918 or Tel No: 011 694 3823
APPLICATIONS : Applications must be submitted only through this email: JhbHealth.District.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. Preference will give to internal staff and males. All recommended

candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE

: 15 March 2024

POST 08/05

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 797 (X1 POST)**

Directorate: ENT

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 Otorhinolaryngology. Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Current registration with HPCSA (2023/2024). The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. The incumbent should be able to work in a multi-disciplinary team. Experience for **Grade 1:** 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.

DUTIES

: The incumbent will be responsible to investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Provision of a comprehensive clinical service for patients in the ENT, Head & Neck surgery department which includes supervising the management of and managing patients in the outpatient clinics, and wards, performing and supervising appropriate surgical operations. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holidays) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching of undergraduate and postgraduate students and research and MMed supervision. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes where required; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES

: Dr Masege and Miss Faith Mokoena Tel No: (011) 933 9465

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). 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

: 15 March 2024

POST 08/06

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 798 (X4 POSTS)**
Directorate: Anaesthetics

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 REQUIREMENTS

: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesia. Current registration with HPCSA as independent practitioner for 2023/2024. Experience for **Grade 1:** 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.

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 the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team and attend meetings, training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES APPLICATIONS

: Dr P Mogane Tel No: (011) 933 9335
: 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). 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

: 15 March 2024

<u>POST 08/07</u>	: <u>MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 799 (X1 POST)</u> Directorate: Neurosurgery
<u>SALARY</u>	: 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)
<u>CENTRE REQUIREMENTS</u>	: Chris Hani Baragwanath Academic Hospital : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in neurosurgery. Registration with the HPCSA as a Medical Specialist in neurosurgery. Current registration with HPCSA (2023/2024). The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. The incumbent should be able to work in a multi-disciplinary team. Experience for Grade 1: 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.
<u>DUTIES</u>	: Diagnosis and treatment of neurosurgical patients at CHBAH. Provision of outreach services at our satellite units. Supervision of registrar research. Self-research and publication as part of joint appointment responsibilities with WITS University. Teaching of nursing and allied staff. The incumbent will be responsible to 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 holidays) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching of undergraduate and postgraduate students and research and MMed supervision. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes where required; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	: Prof J Ouma Tel No: (011) 933 8103 : 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.
<u>NOTE</u>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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.
<u>CLOSING DATE</u>	: 15 March 2024

POST 08/08 : **MEDICAL OFFICER GRADE 1/ 2/ 3 REF NO: CHBAH 800 (X5 POSTS)**
 Directorate: Anaesthetics

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 a medical practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Current HPCSA registration for 2023/2024. Completed FCA 1 (or equivalent) or DA with FCA 1 subjects OR DA, a prerequisite. 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 patient related administrative duties; participating in all activities of the discipline in relation to teaching and research; participating in departmental audit activities; and preparing and writing of reports. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to anaesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr P Mogane Tel No: (011) 933 9989

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). 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 : 15 March 2024

POST 08/09 : **MEDICAL REGISTRAR REF NO: CHBAH 801 (X1 POST)**
 Directorate: Plastic Surgery

SALARY : R906 540 per annum, (all-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with the HPCSA as an Independent Medical Practitioner. Passed the FCS Primary and Intermediates examinations from the College of Medicine of South Africa. Exposure as a Medical Officer in Plastic Surgery and participation in clinical research will serve as an added advantage. Current HPCSA registration for 2023/2024. Competencies/Knowledge/Skills: Ability to manage a team of junior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team and ward nursing team. Surgical skill set to manage basic and emergency plastic surgical conditions and

common hand conditions. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work within a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users.

DUTIES : Render a full spectrum of Plastics, Hand and Burns inpatient and outpatient services. Provide clinical guidance to designated clinic staff. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational values and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal skills. Perform departmental administrative duties and be involved in the teaching of undergraduate medical students, interns and medical officers. Initiate and participate in clinical research. Render after-hours clinical services. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes for Plastics, Hands and Burns patient. 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. Maintain quality assurance standards and other Departmental policies and attend meetings and training as approved by the Head of the Department. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Dr T Netshiongolwe Tel No: (011) 933 9267/8804
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). 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 : 15 March 2024

POST 08/10 : **MEDICAL REGISTRAR REF NO: CHBAH 802 (X4 POSTS)**
Directorate: ENT

SALARY : R906 540 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. The Candidate should be registered with HPCSA for the period 2023/2024. Must have Primaries and intermediate exams in ENT, ATLS and BSS in relevant department. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines. Registrars must be South African citizens or permanent residents, must have a valid driver's license.

DUTIES : The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files and charts on a daily basis and ensure that the latest investigations are available in

the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray/ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose, and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers, and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department.

**ENQUIRIES
APPLICATIONS**

: Dr D Masego and Miss Faith Mokoena Tel No: (011) 933 9465
 : 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). 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

: 15 March 2024

POST 08/11

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: CCRC/OPM/01/2024**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R627 474 per annum, (including benefits)
 : Cullinan Care & Rehabilitation Centre
 : Grade 12 with Basic R425 qualification (i.e, Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC. Current registration with SANC. A minimum of 10 years. Appropriate experience in nursing after registration as a Professional Nurse, A minimum of 7 Years' experience in rendering HIV/AIDS, STI and TB service plus a post basic nursing qualification (Primary Health Care/Nursing assessment, Diagnosis, and treatment and NIMART trained. Knowledge of District Health Information System (DHIS) TIER.NET application in clinical management, computer literacy (MS Word, Power point) etc. Communication skills (verbal and written) A valid Driver's license. Willingness to work or participate in outreach programmes within the District Health services. Knowledge of the application of the relevant statutes and policies governing the Public Service and Nursing Profession. Knowledge of the Performance Management and Development system. Knowledge and application of Nursing Act, Public Service Regulation, Basic condition of employment Act, Labour Relations Act, Public finance Management and Treasury Regulations, understanding the Batho- Pele principles,

patient's charter and Quality assurance system. Operational and people management skills, ability to interact with diverse stakeholders and health users. Knowledge of Operation Phuthuma improvement plans.

DUTIES

: Supervise and ensure the provision of effective and efficient patients care. Implement HAST strategies in line with 95-95-95 HIV and TB prescripts. Develop unit report and analyse, coordinate, monitor the implementation of the nursing care plan and evaluation on case identification treatment and retention in accordance with pillars of HIV and TB management ordination of PMTCT programme. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional and multidisciplinary teamwork) Manage and monitor utilization of resource for human, financial and physical resource. Maintain professional growth and ethical standard and development of self and sub ordinates through training and research. Be able to work shifts weekend public-holidays and relieve the supervisor. Participate in the analysis formulation of nursing guideline, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. Develop operational unit plan. Implement ideal clinic framework and other protocols in line with National and Provincial strategies. Attend meetings and trainings as approved by the manager. Display High level of organizational and problem -solving skills. Coordinate and facilitate effective, efficient, and sustainable financial planning and control of condition grant. Participate in the operation Phuthuma meetings and reporting.

ENQUIRIES

: HR Enquiries: MB Mentoor Tel No: (012) 734 7220
Technical enquiries Ms. DJ Manaka Tel No: (012) 734 7000

APPLICATIONS

: Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE

: Applications must be submitted on a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Note: People with disability are encouraged to apply.

CLOSING DATE

: 15 March 2024 at 12 o'clock

POST 08/12

: **OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1 REF NO: PWH/OPM/01/2024**
Directorate: Nursing Department

SALARY

: R497 193 – R559 686 per annum, (plus benefits)

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as professional nurse The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse, A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC, at least 3 years of the period referred to the above must be appropriate/recognizable experience in an accident and emergency unit and post basic Nursing administration will be an added advantage. Basic computer literacy is essential. Competencies: Leadership, ward management/ward administration, planning, organizing coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting, advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.

DUTIES

: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

ENQUIRIES

: Ms TQ Mahlangu Tel No: (012) 380 1212

APPLICATIONS

: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates

only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Shortlisted candidates must be available for interviews at a date and time determined by Pretoria West District Hospital.

- CLOSING DATE** : 15 March 2024
- POST 08/13** : **PNB1 PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING) REF NO: TDHS/A/2024/24**
 Directorate: Nursing
 Re-advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : (PN-B1): R431 265 - R497 193 per annum
 (PN-B2): R528 696 - R645 720 per annum
- CENTRE** : THDS: Refentse Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the appropriate / recognisable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Advanced Midwifery). **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 specialty. A valid Driver's license and computer literacy are essential. 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 and supervise 24-hour services in a Maternity Unit. Safe-guard the overall well-being of mothers and babies. Implement strategies to avert or decrease Maternal & Child mortalities & morbidities. Ensure that nursing services, including maternal & child 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** : Sr JB Ratshwene at 078 570 8380 (Monday to Friday; during working hours only)
- APPLICATIONS** : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.
- 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** : 15 March 2024

POST 08/14 : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY) PN-B1 ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: ODI/20/02/2024/04**

SALARY : R431 265 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (i.e., Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic Nursing qualification, with a duration of at least 1 year accredited with the SANC in terms of Government notice no R212 in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Support the district commitment to reduce maternal morbidity and mortality. Provision of high quality, holistic antenatal, intrapartum, and post-natal care including neonatal care. Ensure nursing is provided within the scope of practice and the legal framework. Implement obstetric priority programs, EMTCT, MBFI, ESMOE. Ensure safe pre-operative and post –operative nursing practices to prevent maternal mortality including adherence to nursing principles of Infection Prevention and mortality including adherence to nursing principles of Infection Prevention and control. Promotion of professionalism and adherence to nursing professional ethics. Rendering a holistic specialised nursing care to patients as a member of the multidisciplinary team. Maintain Infection prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, and other health professionals. Perform nursing administrative and relieving the Operational Manager. Implement Ideal Hospital framework. Must be willing to workday and night duty/shift.

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 : 15 March 2024

POST 08/15 : **STAFF NURSE GRADE 1 REF NO: CHBAH 803 (X9 POSTS)**
Directorate: Obstetrics And Gynaecology - FBU

SALARY : R199 725 per annum, plus benefits
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as a staff Nurse. No experience required. Competencies/Knowledge/Skills: Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines, and protocols governing the public service and Nursing practice. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with the patients, supervisors, colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Prepare patients for diagnostic and surgical procedures. Utilize resources economically, effectively, and efficiently.

DUTIES : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines and protocols governing the public service and Nursing Practise. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

ENQUIRIES : Mr B Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building 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). 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** : 15 March 2024
- POST 08/16** : **DENTAL ASSISTANT REF NO: TDHS/A/2024/25**
Directorate: Oral Health
- SALARY** : Grade 1: R196 536 - R222 165 per annum
Grade 2: R228 900 - R264 870 per annum
- CENTRE REQUIREMENTS** : Tshwane District Health Services
Grade 12 with, a National Certificate in dental assisting or prior experience as a dental assistant registered with HPCSA. Current registration with Health Professional Council of South Africa (HPCSA) as a Dental assistant. **Grade 1:** A minimum of 1-9 years of experience as a dental assistant. **Grade 2:** A minimum of 10 years and above experience as a dental assistant. Valid manual drivers' license is essential. Skills: Good communication skills verbal and writing skills.
- DUTIES** : Assisting the dentist with all dental procedures when rendering treatment to patients, e.g., mixing material's and sterilising the instruments. Maintaining infection control in dental clinic, hazardous waste management, cleaning, and dusting of the dental clinic. Developing X-Rays where applicable. Assisting in theatre as well as during screening with Oral Hygienists. Liaise with dental clinics and other programmes. Administration duties: opening patients files, record daily and monthly statistics of services rendered. Be able to fill in VA2's for the Requisition of consumables materials and stock control. Answering phone calls, booking patients appointments, inventory control, equipment maintenance and reporting for equipment's that needs to be repaired.
- ENQUIRIES APPLICATIONS** : Ms. Gugu Cele Tel No: (012) 451 9249
Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.
- 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** : 15 March 2024
- POST 08/17** : **CLINICAL PSYCHOLOGIST GRADE 1 (SESSIONAL) REF NO: HRM/2024/05**
Directorate: Clinical Support and Therapeutic Services
- SALARY** : R380 - R512 Tariff per hour, (OSD)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate and Master's degree qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and annual registration, Clinical Psychologist Grade1: No experience required after registration with HPCSA as a Clinical Psychologist in respect of RSA

qualified employees who performed community service in the relevant profession as required in South Africa. Excellent communication and interpersonal skills. Ability to work with children, adults and within a multi-disciplinary team.

DUTIES

: Assessing, diagnosing, and providing interventions to clients who are dealing with psychological challenges, including developmental difficulties, psychological distress and or psychopathology. The ability to identify and diagnose psychopathology, psychiatric disorders, and psychological conditions. Applying evidence based psychological interventions to clients presenting with psychological and or psychiatric conditions or problems. Appropriate referral to other professionals when indicated. Designing, managing, and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical Psychologists as specified in the Health Professional Act, 1974.

ENQUIRIES

: Dr. EB Mankge Tel No: (012) 841 8305

APPLICATIONS

: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION

: Mr. MH Hlophe (HR Recruitment Section) Tel No: (012) 841 8329

NOTE

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

CLOSING DATE

: 15 March 2024

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

OTHER POSTS

<u>POST 08/18</u>	:	<u>OPERATIONAL MANAGER SPECIALTY PHC GATEWAY CLINIC REF NO: CL 02/2024 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 per annum
<u>CENTRE</u>	:	Clairwood Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) or Standard 10. Diploma/degree in General nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, A minimum of 9 years appropriate / recognizable nursing experience after registration as a Professional Nurse and Midwifery with SANC in General Nurse of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies: Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Knowledge of all applicable Regulations, Acts and Legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Knowledge of Human Resource and Financial Management. Good communication, interpersonal relations, counselling, conflict management, and decision making skills. Leadership, supervisory, organizational, decision making and problem solving, conflict handling and counselling. Demonstrate and understanding of Human Resource and Financial Management Policies and procedures.
<u>DUTIES</u>	:	Implementation of Quality Improvement Plan. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Conduct patients' experience of care and develop quality improvement plans. Ensure proper management of patients' safety incidents and development of quality improvement plans thereof. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate the attainment of Norms and Standards. Monitor and evaluate the care and management of all patients through clinical audits. Supervise and Monitor implementation of PHC re-engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan implementation plan. Facilitate the planning, organizing and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Develop and facilitate strategies to achieve targets for priority programs as set on indicators. Ensure proper management of complaints, compliments and suggestions and develop quality improvement plans thereof.
<u>ENQUIRIES</u>	:	Mr. T.G Mbanjwa: Tel No: (031) 451 517
<u>APPLICATIONS</u>	:	Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060.
<u>NOTE</u>	:	Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience From Employers and verification from the Company Intellectual Property Commission (CIPC). The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace.
<u>CLOSING DATE</u>	:	15 March 2024, before 3:00pm

POST 08/19

OPERATIONAL MANAGER SPECIALTY REF NO: RVHOM 25/2023 (X1 POST)

Component: Trauma & Emergency unit

Re-advertisement

SALARY : R627 474 per annum. Other Benefits: 13th cheque, 12% Rural Allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Rietvlei Hospital

REQUIREMENTS : Basic R425 qualification-diploma / degree in nursing or equivalent, current registration with south African nursing council as Professional nurse and midwifery, one year post basic qualification in the specialty (Trauma & emergency / orthopaedics) a minimum of 9 years appropriate/ recognizable experience after registration as Professional nurse with south African nursing council in general nursing and midwifery, at least 5 years of the period referred to above must be appropriate / recognisable experience in trauma & emergency (Casualty) and orthopaedics unit, after obtaining the 1 year post-basic qualification in (Trauma & emergency/ orthopaedics). NB: Certificate of service from previous employers, verification of employment from current employer which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Recommendations: Diploma / degree in nursing administration. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & safety act, patient's rights charter, Batho Pele principles, public service regulations, Grievances procedures etc. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : To exercise overall supervision on the departments, identify needs and formulate health care programmes and oversee implementation thereof, ensure that scientific principles of nursing process are maintained, work with members of the multidisciplinary health team in the formulation of policies related to the area of responsibility, contribute to the development of clinical management guidelines and protocols for management of patients and to that these support an acceptable level of care within reasonable resources, provide leadership in the implementation of the OHSC, ensure proper use and control of all resources, ensuring that operations remain within budget, monitor and evaluate staff performance in terms of employee performance management development system (EPMDS), Ensure the effective management of complaints, deal with disciplinary and grievance matters including monitoring and manage absenteeism, ensure implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases and trauma cases, improve management of trauma and casualty cases, ensure implementation of guideline, triaging and resuscitation protocols, ensure management and effective running of trauma and casualty unit.

ENQUIRIES : Ms N Ntuzela at 064 754 9310

APPLICATIONS : Should be forwarded to: Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or Hand Delivery: R56 Road, Rietvlei Location 4686. Faxed and e-mailed applications will not be accepted.

FOR ATTENTION : Assistant Director: HRM

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. 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. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE : 15 March 2024

POST 08/20

CLINICAL PROGRAMME CO-ORDINATOR REF NO: IPC/1/2024

Department: Infection Prevention and Control Practitioner

Re-advert All those that have previously applied are eligible to re-apply.

SALARY : Grade 1: R497 193 per annum. Plus 13th cheque, homeowner's allowance (employee must meet the prescribed requirements) and Medical Aid optional.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Senior Certificate/Grade 12. Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a

Professional Nurse. Current registration with the South African Nursing Council (SANC) 2024. A minimum of 7 years appropriate /Recognized experience in Nursing after registration with SANC in General nursing. Recommendations: Certificate in Infection Prevention and control. Valid driver's license. Computer Literacy. Previous and current work experience /certificate of service endorsed and stamped by Human Resources. Knowledge, Skills and Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and Ethical nursing practices and how this impacts on service delivery. Knowledge of Infection Control policies and guidelines. Leadership, Organizational, Decision making and problem solving skills Good communication, interpersonal relations. Demonstrate basic understanding of Human Resource and Financial policies and Practices.

DUTIES : Develop and implement an Infection prevention and control plan for the institution. Ensure that Infection prevention and control as well as Antibiotic stewardship committee are in place and functional. Promote Infection prevention and culture within the institution by conducting relevant workshops, Audits, meetings and awareness. Identify Infection control risks and make recommendations on mitigation strategies. Provide training to all categories of staff on Infection policies, principles and practices. Conduct Infection prevention and control Surveillance and report on incidence and prevalence of alert organisms and communicable diseases to District and to Communicable Disease Centre. Identify and report all Hospital Acquired Infections. Visits the Departments within the institution to identify infection prevention and control risks. Ensure that all departments comply with Infection Prevention and control Framework, protocols and guidelines. Identify outbreaks of infections, initiate investigation and control measures in collaboration with Infection prevention and control Committee. Provide effective and efficient Infection Prevention and Control service in the institution. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk management system. Review institutional Infection prevention and control Standard operating procedures. Provide advice on various aspects of infection prevention and control, relevant policies to management.

ENQUIRIES APPLICATIONS : Mrs GF Mncwango Assistant Nurse Manager Nursing (M&E) Tel No: (031) 240 1083
: 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 shortlisted 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 : 15 March 2024

POST 08/21 : **CLINICAL NURSE PRACTITIONER**

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

CENTRE : Nkandla Hospital (Esibhudeni Clinic) Ref No: Nkah 06/2024
Nkandla Hospital (Nxamalala Clinic) Ref No: Nkah 08/2024
Nkandla Hospital (Mpandleni Clinic) Ref No: Nkah 07/2024 (X2 Posts)

REQUIREMENTS : Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery, A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care, Current SANC receipt (2022), (No attachments / copies / certified copies / proof / certificates/letter on application, Only Z83 and CV, applicants will submit documents only when shortlisted). **Grade 1:** A minimum of four (04) years appropriate / recognizable experience in nursing after registration as Professional Nurse with

SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care, Basic computer literacy to enhance service delivery, Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery, Knowledge of labour relations and disciplinary procedures, Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

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

ENQUIRIES APPLICATIONS : Mrs. BW Motloung Tel No: (035) 833 5000, ext. 5080
: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital, Private Bag X102, Nkandla, 3855.

FOR ATTENTION NOTE : Human Resource Manager
: The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 15 March 2024

POST 08/22 **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) (X2 POSTS)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital-PHC:
Hlobane Clinic Ref No: VRH 11/2024 (X1 Post)
Siloah Clinic Ref No VRH 12/2024 (X1 Post)

REQUIREMENTS : An appropriate B degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. Current/previous work experience endorsed and stamped by the employer(s) will be required. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES : Quality comprehensive Primary Health Care by providing primitive, preventive, curative and rehabilitative services for clients and community. 3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle Promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Antenatal care services/ PMTCT and post-natal care services. Centre for chronic medicine dispensing and distribution (CCMDD) and chronic (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Mrs Sibiya ATS (Assistant Manager Nursing-PHC) Tel No: (034) 982 2111, ext. 5918

- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier service since we are experiencing challenges with post office.
- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 22 March 2024
- POST 08/23** : **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 REF NO: CL 01/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
- CENTRE** : Clairwood Hospital
- REQUIREMENTS** : Senior Certificate - Grade 12, Degree/ Diploma in General Nursing and Midwifery, One (1) year post basic qualification in Primary Health Care. Current registration with SANC 2024. **Grade 1:** A minimum of 4 years appropriate recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of HR and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- DUTIES** : Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high-risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilisation and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnose, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes.
- ENQUIRIES** : Mr. T.G Mbanjwa Tel No: (031) 451 5176
- APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060.
- NOTE** : Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a

candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Applicants for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC). The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace.

- CLOSING DATE** : 15 March 2024, before 3:00pm
- POST 08/24** : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: VRH 13/2024 KWAFUDUKA CLINIC (X1 POST)**
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 - R543 969 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Vryheid District Hospital- PHC
: Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the SANC. Current/previous work experience endorsed and stamped by the employer(s) will be required. **Grade 1:** No Experience **Grade 2:** A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional nurse with SANC in general nursing **Grade 3:** A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC as a professional nurse NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures Nursing Act. Problem Solving and decision making. Report writing skills. Health promotion and team building. Good Communication skills: Public Speaking, Listening and summarizing. Good interpersonal skills.
- DUTIES** : Work as Multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a Professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high-risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and Control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the Hospital. Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes e.g. norms and standards for district hospital package of care. Provide advice on various aspects of quality care to the institution.
- ENQUIRIES APPLICATIONS** : Mrs Sibiya ATS (Assistant Manager Nursing-PHC) Tel (034) 9822111 EXT 5918
: All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9.
- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in

the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE

: 22 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** : 15 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 POSTS

- POST 08/25** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: HS (HSP&P) 01/02/2024**
 Directorate: Human Settlements Programmes and Projects
- SALARY** : R1 146 540 per annum, (all-inclusive salary package OSD)
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment, with a minimum of 6 years post qualifications professional experience is required, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory. A valid driver's license and the ability/willingness to travel are essential. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries. Skills: Communication skills, Problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills.
- DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Ensure that construction projects are implemented in line with the NHBRC requirements and standards, 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, 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, Conduct technical inspections and integrity surveys on various construction assets, 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 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 filed to the Head of Directorate Secure all required funding 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 within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices 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. Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance.

ENQUIRIES : Ms. F. Fredericks Tel No: (053) 830 9529

POST 08/26 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: HS 05/02/2024**
Directorate: Human Settlements

SALARY : R310 767 per annum, (OSD)
CENTRE : Provincial Office: Kimberley - Larry Moleko Louw Building
REQUIREMENTS : An appropriate tertiary qualification in Natural or Environmental Sciences/ Management and relevant equivalent qualification (NQF 6/7) plus 0-2 years' experience in Environmental Management or relevant field. A valid driver's license. Skills: A clear understanding of the Department's role and policy with respect to Environmental Management. Broad knowledge in EIA Regulations and administration in terms National Environmental Management Act (Act No.107 of 1998) (NEMA) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. A basic understanding of government's procurement processes. Innovative thinking, negotiating and networking skills. Good verbal and written communication and report writing skills are essential. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources policies. A clear understanding of transformation in the Public Service.

DUTIES : Ensure human settlements projects are implemented in line with environmental regulations and policies. Facilitate environmental monitoring and audit during human settlements construction projects. Facilitate environmental impact assessment during town planning phase. Liaise and coordinate with different stakeholders during the planning and implementation of all Human Settlement projects. Report on progress with EIA activities in accordance with programme and contractual deliverables.

ENQUIRIES : Ms. L. Tshilate Tel No: (053) 830 9514

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 : 15 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

- POST 08/27** : **HEAD OF DEPARTMENT FOR AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM REF NO: HOD/AEARDLR/02/2024**
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance)
- CENTRE REQUIREMENTS** : Kimberley
: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.
- DUTIES** : Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Manage and oversee implementation of Agricultural Technical Services within the Northern Cape Province; Manage and oversee the provisioning of Food Security, Agrarian Transformation and Partnership services within the Northern Cape Province; Manage and oversee the implementation of Enterprise Development and Agro Processing Services within the Northern Cape Province; Manage and oversee the implementation of and Biodiversity and environmental management services within the Northern Cape Province; Manage and oversee the implementation of rural development services within the Northern Cape Province; Ensuring the efficient and effective macro planning in the department, transformation, quality assurance, regulation, promotion and development in the Northern Cape Province; Providing guidance, support and direction in terms of policies, legislation and strategies; Ensuring the promotion of a safe and secure environment for visitors and tourism entrepreneurs in the Northern Cape Province; Developing and implementing a plan for accelerated provincial transformation in the Agriculture Environmental Affairs, Rural Development and Land reform environment; Setting the strategic focus of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, according to the PFMA; Championing change within the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Evaluating the performance of the Department on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements are free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Developing and implementing an effective and efficient diversity management system within the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring regional and international integration in terms of the services and functions of the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring

adherence to the MISS by the Department; Ensuring an interface with external role players for effective governance by optimizing communication and stakeholder relationships.

ENQUIRIES

: Mrs. Z. Langeveldt at 066 484 5888

POST 08/28

: **DEPUTY DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: DDG/ID/02/2024**

SALARY

: R1 663 581 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

CENTRE

: Kimberley

REQUIREMENTS

: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.

DUTIES

: The successful candidate will be responsible to manage, support and provide strategic direction and leadership to the Institutional Development Branch and will be expected to: Manage and coordinate the implementation of provincial Human Resources Management and Development policies and frameworks. Coordinate and manage the Northern Cape Provincial Government Communication services to ensure the provisioning of an effective and efficient media strategy and liaison services to the Office of the Premier and the Executive Council. Manage and coordinate the provisioning of State Law Advisory Services for the Northern Cape Provincial Administration which includes the provisioning of legal advice to the Premier, Members of the Executive Council, Heads of provincial departments and municipalities. Monitor and ensure compliance with all applicable legislation. Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Branch. Provide strategic direction and leadership to Senior Managers in setting and achieving the goals of the Branch. Provide leadership and guidance yearly with the review of the annual Performance plans in line with the MTSF and every five years with a specific intent to deliver on the department's objectives. Ensure that sound people and financial management practices are adhered to within the Branch. Evaluate the performance of Branch on a continuous basis, against pre-determined key measurable objectives and standards.

ENQUIRIES

: Mrs. Z. Langeveldt at 066 484 5888

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

CLOSING DATE : 18 March 2024
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 08/29 : **CHIEF DIRECTOR: AGRICULTURAL EDUCATION AND TRAINING REF NO: (AGR 02/2024)**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate post graduate qualification, as recognised by SAQA; 5 years senior management experience; A valid driver's license or alternative means of transport for persons with disabilities; Proficient in two of the official languages of the Western Cape Province. Recommendation: Extensive knowledge of Agricultural industry and relevant practices and policies; Knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; Knowledge of relevant legislation, frameworks and prescripts regulating training and development, skills development and Learnerships; Extensive knowledge of the needs and factors impacting Agricultural Training Institutes; Broad knowledge of how government department function and how the different spheres of government operates; Knowledge of regulatory frameworks in relation to norms and quality standards for outcomes based training programmes; Experience of functioning in an academic institution; and 6 - 10 years senior management experience. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Client orientation and customer focus; Extensive knowledge of academia and agriculture; and To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board.

DUTIES : Provision of Strategic Leadership and Management; Provision of formal and non-formal training on NQF levels 1 - 4; Provision of tertiary education and training; Create opportunities for qualified students to obtain practical exposure through agricultural practices; Integrate departmental work with Provincial Strategic Plan and different priority focus areas of the growth for jobs strategy; Implement the college transformation plan; and Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national, and international).

ENQUIRIES : Mr Darryl Jacobs Tel No: (021) 808 5013
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/30 : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 06/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: PhD in Agricultural Sciences; Extensive experience in strategic

management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

DUTIES : Strategic Management; Line function management; and Administrative management (financial, personnel and supply chain).

ENQUIRIES : Dr I Trautmann Tel No: (021) 808 5012

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

POST 08/31 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: AGR 07/2024**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : B degree in Finance / Accounting at NQF level 7; 6 years middle management experience in a financial environment. Recommendation: Completed articles towards CA(SA) qualification; Valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Competencies: Strategic Management and Leadership; Programme and Project Management; Change Management; Financial Management; and People Management and Empowerment.

DUTIES : Line management - Manage the Financial Management and Management Accounting functions of the Department. This includes amongst others the responsibility for planning, budgeting and forecasting processes, manage In-Year Monitoring and reporting and perform trend and narrative analysis of information, manage the roll-over process and adjustment estimates, management of revenue and expenditure in respect of budgets, control month-end and year-end closure, ensure optimal utilization of financial resources, compilation of annual financial statements (including the appropriation statement and audit working papers) and submission to the Auditor-General; Service delivery innovation - Initiate innovations for improvements in financial practices in the Department, enhance effective financial management by programme and line managers; Strategic Management - Strategic Management: Foster strategic alliances and partnership with a broad spectrum of stakeholders, active involvement in the development and management of strategic and business plans for the department, actively participate in the strategic planning process of the Chief Directorate; People Management - Ensure staff are developed to achieve optimal performance, provide support, guidance and capacity to staff in the execution of their duties, promote sound labour relations and standards of discipline, Performance management, promote and maintain a working environment which is conducive to optimal productivity; and Financial Management of the Directorate.

ENQUIRIES : Ms L Govender (linde.govender@westerncape.gov.za)

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>

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 18 March 2024

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 08/32 : **ASSISTANT DIRECTOR (SALARY ADMINISTRATION AND DEBT): SYSTEMS CONTROL REF NO: CAS 06/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting, Public Administration or similar field; A minimum of 3 years relevant supervisory experience in Salary Administration, Debt and Systems working environment. Recommendation: A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following:

- Policy development; Financial norms and standards (Public Finance Management Act- PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial systems including Enterprise Content Management (ECM); Modified cash standards and accounting manual for departments; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Ability to work independently and as part of a team.
- DUTIES** : Oversee the following: The identification and accurate recording of debts owed to the department including the management of debt take-on and payments received; Quality assurance and the verification of capturing payroll transactions (interfaced) on the accounting systems; Oversee and manage salary administration payments i.e. reimbursement claims; Processing of information to reconcile system interface, quarterly debt report, inputs to the interim and annual financial statements, systems violation and maintenance report is complete and accurate; Manage the annual and bi-annual SARS Pay-overs; Manage the accounting system control functions; General supervision of employees (including leave management and training gap analysis).
- ENQUIRIES APPLICATIONS** : Ms L Mannel at Tel No: (021) 483 9549
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 08/33** : **LIBRARIAN (BEAUFORT WEST) REF NO: CAS 17/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; Experience in the following: Library; Supervisory; Administrative; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in a Public library environment; Willingness to drive and travel extensively as required. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.
- DUTIES** : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region's operational activity; Attend to personnel related functions.
- ENQUIRIES APPLICATIONS** : Mr J Mbanga at Tel No: (044) 814 1490/ 060 572 5007
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 08/34** : **CHIEF ADMINISTRATION CLERK: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 09/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years' experience in finance and administration. Competencies: Knowledge of the following: Public administration; Administrative procedures; Public Finance Management Act; Human Resource Management; Financial Management; Reporting procedures. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Training; Research; Analytical; Project management; Development of systems and databases; Planning and organising; Conflict resolution; Report writing.
- DUTIES** : Provide the following: Financial support to Heritage Resource Management Services; Financial support to Heritage Western Cape; Human resource services to Heritage Resource Management Services; Create and maintain databases for Heritage Western Cape and Heritage Resource Management Services; Manage the EPWP; Consolidate monthly reports and manage contracts and salary reports; Assist with the management of the HWC application process; Administrative support to HWC Committees in terms of new appointments; process claims and maintain relevant databases.
- ENQUIRIES APPLICATIONS** : Ms N Vallie Tel No: (021) 483 9900
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 08/35** : **GROUNDSMAN: KOEKENAAP CULTURAL FACILITY(KOEKENAAP) REF NO: CAS 21/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)
: Department of Cultural Affairs and Sport, Western Cape Government
: Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities); A valid code B (or higher) driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing

and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.

DUTIES : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants and flower beds); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.

ENQUIRIES : Ms L Jephtha at Tel No: (021) 483 9722

APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or

2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or

3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 25 March 2023

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted.

CLOSING DATE : 18 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 POSTS

POST 08/36 : **CONTROL ENVIRONMENTAL OFFICER: POLLUTION PREVENTION AND REGULATORY SERVICES (WATER RESOURCE REHABILITATION AND BIOREMEDIATION) REF NO: EADP 03/2024**

SALARY : Grade A: R554 490 per annum, (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate 4-year B-Degree/ Honours (equivalent or higher qualification) in Physical, Natural, Environmental Sciences/Management or Chemical/Environmental Engineering or related; A minimum of 6 years relevant environmental management experience (including water management and experience in development of and/or implementation of riparian rehabilitation, bioremediation and/or nature-based solution projects); A valid (Code B or higher) driving license. Recommendation: Working Knowledge and experience of the following: Environmental legislation, policies and regulations, including integrated pollution management and water resource management; Environmental management, Environmental Impact Management, and Pollution and Chemicals Management; Riparian rehabilitation, water sensitive design and/or nature-based solution; Research and/or report writing. Competencies: Knowledge and understanding in the following: Environmental legislation (e.g. NEMA); Environmental Management (that includes integrated environmental management and pollution management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Riparian rehabilitation; Water Sensitive Design and Nature-based solutions for reducing pollution/improving water quality; Skills needed: Proven computer literacy (MS Office); GIS skills; Written and verbal communication; General office administration; Project Management; Human Resource Management; Financial Management (budgeting and expenditure control; supply chain management processes; contract management).

DUTIES : Implement, manage, control and oversee riparian zone rehabilitation, bioremediation and water sensitive urban design initiatives/interventions in the respective catchments; Ensure effective communication on implementation of Environmental Resource Protection Plans particularly related to pollution reduction initiatives and interventions with the intention of promoting and

upscaling riparian rehabilitation and nature-based solutions; Liaise with and strengthen partnerships with key stakeholders including stewardship networks; Manage and provide specialist and technical comment, advice and guidance on environmental and water resource management matters particularly in relation to pollution complaint/incident investigations; Contribute to the development of citizen science initiatives and monitoring and water stewardship networks; Manage financial and human resources, including project and contract management and general office management; Conduct compliance monitoring and enforcement to improve environmental quality.

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

POST 08/37 : **CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY MONITORING REF NO: EADP 04/2024**

SALARY : Grade A: R554 490 per annum, (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : An appropriate 4-year B-Degree/ Honours (equivalent or higher qualification) in natural or physical sciences, environmental management/sciences or engineering field or an equivalent qualification; A minimum of 6 years relevant environmental management experience; A valid (Code B or higher) driving license. Recommendation: Working Knowledge and experience of the following: Environmental management, particularly as it relates to air quality management processes and systems, particularly air quality monitoring; Relevant environmental legislation and policies, particularly as it relates to Specific Environmental Management Acts promulgated in terms of the National Environmental Management Act; Operation and maintenance of an ambient air quality monitoring network, and activities as it relates to Specific Environmental Management Acts promulgated in terms of the National Environmental Management Act; Human resource management, financial management and relevant fiscal policies, regulations and legislation and administration procedures relating to the specific working environment; Project management. Competencies: Knowledge and understanding in the following: Integrated environmental management processes and air quality management systems, particularly air quality monitoring; Environmental legislation and policies, relating to air quality management; Methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing, with respect to air quality management; Related sectors/ fields, e.g. mining, agriculture, water, industry, spatial planning, town and regional planning, etc; Strategic planning; Conflict management; Skills needed: Supervisory and mentoring; Written and verbal communication; Conflict resolution; Time management; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

DUTIES : Assist with management and strategic and specialist inputs on the development and administration of air quality management systems and policies (norms and standards, guidelines and air quality planning and information management); Assist with managing the operation and maintenance of an ambient air quality monitoring network; Assist with the development and implementation of specific projects related to air quality monitoring and information management and capacity building; Assist with management and technical and subject specific comment and advice on technical reports (e.g. air quality reports, basic assessments, scoping and EIA's, etc.); Assist with managing and performing Financial and Human Resource Management, including general office management.

ENQUIRIES : Dr J Leaner Tel No: (021) 483 2888

POST 08/38 : **SPECIALISED ENVIRONMENTAL OFFICER: POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP 05/2024**

SALARY : R451 587 per annum, (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree in Physical/Natural/Environmental Sciences/Management or Chemical/Environmental Engineering or related; A valid (Code B) driving license. Recommendation: Experience in the following: Environmental management experience (including water quality management); Project Management; Information and Data Management; Environmental legislation, policies and regulations, including integrated pollution management and water resource management; Environmental management, Environmental Impact Management, and Pollution and Chemicals Management; Water quality management including monitoring, water quality sampling, data analysis and information systems; Research and report writing. Competencies: Knowledge of the following: Environmental legislation (e.g. NEMA); Environmental Management (that includes integrated environmental management and pollution management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Interpretation and analysis of water quality data and pollution information; Chemicals management and international conventions; Sampling procedures and protocols; Skills needed: Proven computer literacy (MS Office); GIS skills; Interpersonal, conflict management and negotiation; Problem-solving and analytical; Research and report writing skills which include technical/scientific reports as well as submissions for approval; Written and verbal communication skills; General office and administration; Project Management.

DUTIES : Support the development, implementation and management of the Water Quality Monitoring Programme for: The River Resource Protection plan(s); investigative and routine pollution

monitoring; Engage with other monitoring stakeholders to assist with co-ordination and integration of water quality monitoring programmes and data; Provide specialist and technical comment, advice and guidance on environmental technical reports (including impact assessment reports) to organs of state and other stakeholders regarding pollution and chemicals management; Co-ordinate and promote widespread information sharing and constructive co-ordinated use of water quality data/information; Conduct water quality data verification and analysis and support the compilation of reports through drafting and information system enhancements; Assist with financial and human resource management, including general office management.

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

POST 08/39 : **SPECIALISED ENVIRONMENTAL OFFICER: COASTAL MANAGEMENT REF NO: EADP 06/2024**

SALARY : R451 587 per annum, (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree in Natural, Environmental or Engineering Sciences (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Coastal and / or Environmental Management and / or Estuarine Management; Project Management; Facilitation and / or Stakeholder engagements. Competencies: Knowledge of Estuary, coastal and environmental legislation, policies and regulations; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Report writing which include drafting of correspondence, comments on applications, drafting of law, policies and guidelines; Information technology; Ability to work independently and as part of a team.

DUTIES : Supporting the administration and implementation of the NEM:ICMA and other applicable legislation, regulations, policies and strategies pertaining to coastal management; Providing technical advice in support of the administration and implementation of NEM:ICMA and other applicable legislation, policies and strategies pertaining to coastal and estuary management; Support compliance and enforcement of NEM:ICMA; Supporting the development and implementation of provincial and municipal coastal management programmes and projects; Conducting research and assist with the development of coastal management and estuary management related policies, programmes and projects; Support the implementation of the Provincial Estuarine Management Programme which gives effect to the NEM: ICM Act: National Estuarine Management Protocol; Driving initiatives to enable mainstreaming of coastal and estuary management into provincial and local governmental programmes.

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

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 08/40 : **CHIEF CLINICAL TECHNOLOGIST: GRADE 1 (CARDIOVASCULAR PERFUSIONIST)**

SALARY : R520 785 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Inherent requirement of the job: After-hour service is compulsory. Competencies (knowledge/skills): Knowledge of all aspects of Cardiothoracic procedures. Skilled in all aspects of Cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Ability to work with and without supervision and work within a group with all levels of staff. Must be able to manage Cardiovascular perfusion. Must be able to work under pressure. Understanding the procurement process. Training Paediatric cardiopulmonary bypass.

DUTIES : Optimal patient care. Training of students. Equipment resource management. Human resource management. Troubleshooting of equipment. Maintenance of equipment. Training. Research. Adult and Paediatric cardiopulmonary bypass.

ENQUIRIES : Ms P Maharaj Tel No: (021) 938-5006
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 15 March 2024

POST 08/41 : **SENIOR FORENSIC OFFICER**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R294 321 per annum
CENTRE : Forensic Pathology Services, (Oudtshoorn)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Forensic Pathology Service (Medico-legal) experience. Appropriate experience as a Forensic Pathology Officer Grade 1 or 2. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Will be required to wear a uniform. Must be competent in forensic investigation and evisceration. Will be required to assist in the planning/training of Major incident exercises as well as involvement in Major incidents. Will be required to work office duties, operational duties, and overtime duties. Ability to be trained in 4 x 4 vehicle handling and photography skills. Competencies (knowledge/skills): Good working knowledge of IT packages (FPS Business System, Live link). Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department. Knowledge and experience of Forensic Mortuary Procedures and administration. Good working knowledge of relevant legislation, Regulations, and Policies governing Forensic Mortuary procedures and investigations. Above average communication skills in two of the three official languages of the Western Cape and ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy in at least MS Excel and MS Word.

DUTIES : Efficient support to the Manager with regard to operational management of the Forensic Pathology Laboratory. Efficient support to the Manager with regard to Corporate Governance aspects. Effective Management of the Forensic Pathology Assistant Program. Effective Operational Service Delivery at the Facility. Adhere to Standard Operating Procedures at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology Services IT system and any other databases provided by the department. Attend court cases and deliver of testimony when subpoenaed to do so.

ENQUIRIES : Mr A Hector Tel No: (044) 272 0073
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance before appointment. Shortlisted candidates may be subjected to a psychometric evaluation.

CLOSING DATE : 15 March 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 18 March 2024
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 08/42 : **DEPUTY DIRECTOR-GENERAL: ROADS REF NO: DOI 21/2024**

SALARY : R1 663 581 per annum (Level 15), (all-inclusive salary package)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : A recognised B Eng Degree (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA in Civil Engineering; Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng.); A minimum of 8 years Senior Management level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service Principles; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability; Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.
- DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Develop and implements strategies for the branch; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the branch against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.; Project and Programme Management; Manage road programme and operational support; Manage road planning; Manage road design; Manage the construction and maintenance of the road network on contract; Manage the construction and maintenance of the road network in-house; Ensure efficient and effective oversight and management for all financial resources/aspects of the Branch and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Branch to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES APPLICATIONS** : Adv. C Smith Tel No: (021) 483 2826
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

- CLOSING DATE NOTE** : 18 March 2024
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 08/43** : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: EDUCATION (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR, CHIEF CONSTRUCTION PROJECT MANAGER), REF. NO. DOI 18/2024**
- SALARY** : Chief Engineer - Grade A, All-inclusive salary package of R1 146 540 per annum (OSD as prescribed)
Chief Architect – Grade A, All-inclusive salary package of R990 747 per annum (OSD as prescribed)
Chief Quantity Surveyor – Grade A, All-inclusive salary package of R 990 747 per annum (OSD as prescribed)
Chief Construction Project Manager – Grade A, All-inclusive salary package of R1 146 540 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or B Tech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Competencies: Working

knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or group of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Mr D Nugent at Tel No: (021) 483 8084
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/44 : **CHIEF ARCHITECT: ARCHITECTURAL SERVICES (HEALTH) REF NO: DOI 139/2023 R1**

SALARY : R990 747 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

DUTIES : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; 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 organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 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. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

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

POST 08/45 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - ROUTINE MAINTENANCE REF NO: DOI 65/2023 R2**

SALARY : Grade A: R410 388 - R441 045 per annum
Grade B: R464 703 - R499 275 per annum
Grade C: R532 117 - R622 134 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
CENTRE : Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B or higher). Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.
<u>DUTIES</u>	:	Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
<u>ENQUIRIES</u>	:	Mr E van Wyk Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 08/46</u>	:	<u>PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2) REF NO: DOI 20/2024</u>
<u>SALARY</u>	:	Grade A: R795 147 - R847 221 per annum, (OSD as prescribed) Grade B: R894 042 - R962 292 per annum, (OSD as prescribed) Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Civil Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking. Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
<u>DUTIES</u>	:	Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravels and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.
<u>ENQUIRIES</u>	:	Mr X Smuts Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 08/47</u>	:	<u>PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 1 REF NO: DOI 80/2023 R1</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: Property management related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.

- DUTIES** : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES APPLICATIONS** : Mr E Arendse Tel No: (021) 483 3800
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 08/48** : **ASSISTANT DIRECTOR: IHSD GRANT EXPENDITURE MANAGEMENT REF NO: DOI 15/2024**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience; A valid code B (or higher code) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Application of relevant legislation; Contract Administration; Programme and Project Management; Financial Management; Research and planning; Public Service procedures; Housing Subsidy System (HSS); Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.
- DUTIES** : Ensure and advise on project expenditure; Ensure and advise clientele on subsidy payments; Provide support services; Manage of housing project expenditure; Manage of the housing subsidy system; Manage payment of the individual and Financial Linked Individual Subsidies; Manage the processing and capturing of all claims on the housing subsidy system; Manage and compiling financial reports; Manage and evaluation of personnel.
- ENQUIRIES APPLICATIONS** : Mr R Smith Tel No: (021) 483 4908
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 08/49** : **TECHNICAL CASE OFFICER: CASE MANAGEMENT REF NO: DOI 16/2024**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree or higher in Property Management/Dispute Resolution/Public Management/Law or related field; A minimum of 1 year experience in a rental housing Tribunal and/or legal administration and/or property environment or related working environment; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Relevant legislation, policies, regulations, codes, guidelines and standards applicable to the Rental Housing Sector; Public service procedures and property management and maintenance from a rental perspective; Conflict management and mediation; Best practices and procedures within the Rental Housing Sector; Skills required: Proven computer literacy; Legal administration; Planning and organising; Mediation and facilitation; Interpersonal; Written and verbal communication; Analytical and problem solving; Ability to travel, work under pressure and after hours.
- DUTIES** : Investigate assigned administrative cases and ensure 90 days compliance; Investigate assigned technical and urgent cases: maintenance, spoliations, interdicts and attachments; Conduct mediations; Management of cases; Provide hearing support.
- ENQUIRIES APPLICATIONS** : Ms A Duminy Tel No: (021) 483 4148
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 08/50** : **SUPPLY CHAIN MANAGEMENT OFFICER: REGION 2- OUDTSHOORN REF NO: DOI 67/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management or Finance; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience of the following: Supply Chain Management; General office administration; BAS, LOGIS, Electronic Purchasing System (EPS) or related systems. Competencies: Knowledge of the following: National and Provincial government rules, regulations and legislation pertaining to supply chain management;

DUTIES : Labour relations and Public Service procedures; Skills needed: Proven computer literacy; Written and verbal communication; Report writing and formulations; Project Management; Interpersonal relations; Managing interpersonal conflict and resolving problems; Team and people oriented.
: Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain management system; Execute all governance related matters in relation to Bid Committees; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for goods and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Conduct risk assessment on the SCM System and develop and implement a risk response plan; Take responsibility for acquisition management which includes the compilation and compliance of bid documentation, receipt and opening of bids, evaluation and adjudication, awarding of bids and contract administration; Maintain all processes and procedures in relation to logistics management including requisition and capturing of goods and services, placing of orders, receiving and distribution of goods, store management and disposal management; Maintain all processes and procedures in relation to inventories management and movable/ immovable assets.

ENQUIRIES : Mr M Kolose Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/51 : **CHIEF ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (PAARL) REF NO: DOI 17/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willingness to travel when required. Competencies: Knowledge of the following: PERSAL salary system or similar, Public Service Act/ Regulations, various OSD's; Human Resource Policies and Resolutions and Agreements; Skills needed: Planning and organising; Communication skills (written and verbal); Proven computer literacy (MS Word, MS Excel and PowerPoint); Ability to interpret policies and procedure manuals; Ability to identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking; Ability to work independently and apply own initiative at times; Report writing and formulation; Conflict and diversity management.

DUTIES : Human Resource provisioning (establishment, recruitment and selection, appointments, transfer, secretariat functions); Implement conditions of service and service benefits; Termination of service; Recommend and approve transactions on PERSAL according to delegations; Performance management of all staff in the region; Prepare reports on human resource issues and statistics; Supervise human resources staff; Compile and coordinate human resource development and EAP activities for the region through development of a Workplace Skills Plan and its implementation; Provide guidance and assistance concerning discipline, disputes and labour relations issues to managers and employees.

ENQUIRIES : Mr CG Harman Tel No: (021) 8632020
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/52 : **ADMINISTRATIVE OFFICER: OPERATIONAL SUPPORT REF NO: DOI 19/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 5 years' experience finance, in roads construction and maintenance environment. Recommendation: Accredited certificate or short course in Finance. Competencies: Knowledge of the following: Application of relevant legislation; Relevant systems; SITS; Basic Accounting System (BAS); Project/Contract administration and record keeping; Project administration; Written and verbal communication skills; Planning and organising skills.

DUTIES : Supervise financial and general administrative duties: Compile, check and verify 896 BAS creditor payments for consulting engineers to a value of R324 m (yearly); Contract administration duties; Manage activities regarding contract administration; Administration duties: Oversee general administrative duties regarding filing, office requirements, handling of queries and claims; Manage all aspects of tender adverts.

ENQUIRIES : Ms D Everts Tel No: (021) 483 2013
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 08/53 : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1) REF NO: DOI 14/2024 (X3 POSTS)**

SALARY : R202 233 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Competency Certificate in respect of the South African Qualification Authority (SAQA) Unit Standard 262735; Working knowledge of heavy machinery, especially grader; Willing to travel when required; Proven computer literacy. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Skills needed: Report writing; Supervisory; Planning, Organising and coordination of grader activities; Planning and problem solving; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	: Supervise financial and general administrative duties: Compile, check and verify Operation of grader for maintenance and construction of roads; Material use and management for road maintenance; Supervision and management of staff and equipment.
<u>ENQUIRIES APPLICATIONS</u>	: Mr H Uys Tel No: (021) 863 2020 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 08/54</u>	: <u>ADMINISTRATION CLERK: HOUSING SUBSIDY ADMINISTRATION REF NO: DOI 23/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R202 233 per annum (Level 05) : Department of Infrastructure, Western Cape Government : Senior Certificate (Grade 12 or equivalent qualification); Relevant working experience or a three-year tertiary qualification without working experience. Recommendation: Knowledge of Housing Act and population register/waiting list. Competencies: A good understanding of the following: Housing Subsidy System; Housing Act, Population register; Skills needed: Computer literacy; Numeracy; Interpersonal relations; Communication skills (written and verbal); Ability to interpret and apply policies; Innovative thinking; Ability to work independently and as part of a team.
<u>DUTIES</u>	: Check that applicant adhere to qualifying criteria as well as to allocation policy; Capture the applications on Housing Subsidy System; Answer subsidy related telephonic enquiries in line of the Housing Act; Calculate outstanding balance to be paid to conveyancing attorneys/sellers/bond accounts of subsidy applicants after taking into consideration bond, deeds registration and or shortfall before drafting letter of undertaking for each programme; Draft letters of undertaking/approval and send to the relevant parties; Liaise with the archive register for opening of files for payments and audit purposes.
<u>ENQUIRIES APPLICATIONS</u>	: Ms N Phanduva Tel No: (021) 483 8144 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 08/55</u>	: <u>ROAD WORK SUPERVISOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 06/2023 R1 (X1 POST AVAILABLE IN MOSSEL BAY)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R171 537 per annum (Level 04) : Department of Infrastructure, Western Cape Government : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC1/EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following; Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.
<u>DUTIES</u>	: Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. M Stegmann Tel No: (044) 272 6071 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 25 March 2023

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 18 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

POST 08/56 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INVESTIGATION) REF NO: LG 01/2024**

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in the field of Forensics, Commerce, Law, Auditing or related; A minimum of 3 years relevant management level experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in local government law, criminal law, administrative law, forensic investigations and criminal prosecutions. A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Communication (written and verbal) skills; Proven computer literacy in Ms Office Package; Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with law enforcement and other organs of state; Problem-solving and negotiation skills; Ability to work under pressure and meet deadlines; Goal orientated and driven.

DUTIES : Plan, conduct, assess and report on Investigations in terms of Section 106 of the Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Compile accurate and good quality performance information; Manage performance targets and reports; Submit Monthly and Annual reports; Manage the Human resources of the component to achieve the pre-determined performance and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Component's budget and manage expenditure, through responsible implementation of practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Adv G Birch Tel No: (021) 483 3113

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 : 18 March 2024

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic

managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 08/57 : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: PT 11/2024**

SALARY : R1 663 581 per annum (Level 15), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Recommendation: An appropriate Master's degree in Business Administration, Economics or Future Studies; Demonstrated ability to build networks, work with diverse teams and manage people; Proven track record of citizen centric focus, working in an integrated manner to ensure evidence based decision making; Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; and demonstrated ability to design and lead public budgeting and financial management reform programmes. Competencies: Demonstrate expertise, knowledge and experience of the following: Public Financial management systems; Budget systems; Building Partnerships; and ability to communicate with a wide variety of external and internal clients; Financial norms and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES : Line Management, advice and guidance in respect of the following functional areas will entail the following: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch; Lead the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Head Official on a regular basis on the activities of the Branch; Ensure effective budget management for the provincial government; Manage the provincial fiscal resources effectively for provincial government and secure sound and sustainable budgets and economic analysis for local government; Change Management; Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. Financial Management will entail leading the budgeting process at Branch level; Leading the Annual and Adjustment Budgets for the Branch; Assuming direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure and all other Financial Management related responsibilities; Assuming direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Oversee and actively participate in all People Management functions of the Branch.

ENQUIRIES : (Acting) Head of Treasury, Ms. J Gantana Tel No: (021) 483-3604

OTHER POSTS

POST 08/58 : **INFRASTRUCTURE MANAGER: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT REF NO: PT 08/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Finance, Economics, Commerce or Built environment; A minimum of 5 years management level experience of which 3 years must be in the built /property or infrastructure environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Project management qualification; Experience in the assessment, implementation and monitoring of immovable assets inclusive of infrastructure projects and property management; In depth knowledge of the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS). Competencies: Knowledge of: Project/ property management; IDMS/ FIDPM; Financial Management; Policy, legislation and guiding manuals; Skills needed: Strategic planning and analysis; Communication (written and verbal); Proven computer literacy in MS Office packages.

- DUTIES** : Infrastructure delivery: Evaluate, assess and monitor the Infrastructure Delivery Improvement Programme (IDIP) in sector departments/municipalities against predetermined key performance areas; Monitor the effectiveness of infrastructure delivery interventions in processing information in respect of time, cost and quality as per agreed milestones; Assessing accuracy of infrastructure budget statement against project schedules in respect of projected budgeted cost, projected time against available infrastructure budgets; Monitor infrastructure spending performance; Provide technical feedback with respect to the enhancement of Business Cases; Project Proposals; Concept Reports to sector departments to access the Performance Incentive Grant. Property management: Promote the effective and efficient management of immovable assets; Assess acquisition and disposal submissions; People and managerial management.
- ENQUIRIES APPLICATIONS** : Mr B Damons Tel No: (021) 483 6127
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted.
- 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.
- CLOSING DATE** : 18 March 2024
- POST 08/59** : **CHIEF FINANCIAL ANALYST: NORMATIVE COMPLIANCE REF NO: PT 12/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in finance, Law, Commerce, Internal Audit and Risk Management or relevant field; A minimum of 5 years middle management experience in a financial legislative environment; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management; Financial Governance norms and standards; Municipal Finance Management Act; National Treasury regulations, Provincial Treasury Directives; Administrative procedures relating to specific working environment including norms and standards; Skills needed: Problem Solving and Decision Making; Interpersonal; Applied strategic thinking; Diversity Management; Team leadership; Communication (written and verbal).
- DUTIES** : Research, develop and update financial governance norms and standards, assessment tool and frameworks for municipalities; Monitoring the implementation and reporting on the status of implementation of municipal financial governance norms and standards; Manage and coordinate the implementation of financial governance support and training to municipalities; Drive and coordinate an integrated, collaborative municipal governance improvement programme for municipalities; Project Management; People Management and Mentoring.
- ENQUIRIES APPLICATIONS** : Ms M Van Niekerk at Tel No: (021) 483 6695
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted.
- 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.
- CLOSING DATE** : 18 March 2024
- POST 08/60** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 10/2024**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Accounting, Finance or Economics; A minimum of 3 years' experience in a financial environment; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Practical knowledge of the implementation of mSCOA in municipalities. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA,

DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing, Strategic planning; Communication (written and verbal) skills.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.

ENQUIRIES : Ms W Mohamed Tel No: (021) 483 -8648
APPLICATIONS : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted.

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.

CLOSING DATE : 18 March 2024

DEPARTMENT OF THE PREMIER

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 : 18 March 2024

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OTHER POST

POST 08/61 : **CHIEF ANALYST DEVELOPER REF NO: DOTP 54/2023 R1 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in software development and analysis. Recommendation: Experience in the following: Software Development (SDLC) – Oracle PL/SQL, Oracle Forms, Oracle APEX and Oracle Reports; Microsoft .NET, Microsoft Power BI; JavaScript; Systems Analysis and Design principles (SDLC); Web Development experience; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

DUTIES : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Ms F Mhlongo Tel No: (021) 467 2905

DEPARTMENT OF SOCIAL DEVELOPMENT

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OTHER POSTS

- POST 08/62** : **SOCIAL WORK POLICY MANAGER: SERVICES TO FAMILIES REF NO: DSD 09/2024**
- SALARY** : R878 778 per annum, (all-inclusive salary package,) (OSD as prescribed)
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Skills needed: Organising and planning; Written and verbal communication; Professional counselling; Monitoring and evaluation; Proven computer literacy; Financial management; Ability to compile complex reports.
- DUTIES** : Develop / facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; To manage quality assurance and/monitoring framework processes of funded and / or unfunded NPO's; Appeal process; Information Management System(s); Stakeholder Management, Relationship Management (International, National, Provincial, Local, Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Research; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.
- ENQUIRIES** : Mr TH Kwakwini Tel No: (021) 483 4115
- POST 08/63** : **ASSISTANT DIRECTOR: BUDGET MONITORING AND REPORTING REF NO: DSD 07/2024**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience in financial management. Competencies: Applying expertise and technology; Analysing; Deciding and initiating action; Delivering results and meeting customer expectations; Following instructions and procedures; Coping with pressures and setbacks; Adhering to principles and values; Relating and networking; Presenting and communicating information; Writing and reporting; Learning and researching; Planning and organising.
- DUTIES** : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting: Coordinate, review, analyse and quality assure the budget preparation process; Reporting: Coordinate, review and analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
- ENQUIRIES** : Ms J Abercrombie Tel No: (021) 483 3927
- POST 08/64** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 08/2024**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year B Degree (equivalent qualification or higher); A minimum of 3 years supervisory experience in a Supply Chain Management. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act - PFMA, National Treasury regulations - NTR's; Provincial Treasury Directives/Instructions - PTI's); Budget processes; National and Provincial instruments and legislation pertaining to human resources; Human resource management function; Financial management processes; Strategic Sourcing and preferential procurement / BEE; Board knowledge on procurement activities; Industry trends and best practices per commodity groups; Records management;

General support service such as transport management and policy and procedures governing these functions; Skills in the following: Analytical and strategic thinking; Budgeting; Communication; Computer literacy; Monitoring, evaluation and reporting; Problem solving; Research; Ability to analyse, conceptualize and implement policy.

DUTIES : Perform the following functions and perform the more complex work in that regard: Acquisition management; Contract management and administration; Logistics management; Perform managerial and supervisory tasks.

ENQUIRIES : Ms T Rakiep Tel No: (021) 483 8438

POST 08/65 : **SOCIAL WORKER (GBV): SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 13/2024**

SALARY : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)

CENTRE : Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr RM Macdonald Tel No: (027) 213 2096

POST 08/66 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 10/2024 (X4 POSTS AVAILABLE IN VARIOUS FACILITIES)**

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

CENTRE : Social Development, Western Cape Government

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

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

ENQUIRIES : Mr E Buys Tel No: (021) 986 9100

POST 08/67 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 11/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data. operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

DUTIES : Rendering the following: Logistical support services; Demand and acquisition clerical support; Render budget support services.

ENQUIRIES : Mr S Bassadien Tel No: (021) 483 4720

POST 08/68 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 12/2024 (POSTS AVAILABLE AT VARIOUS FACILITIES).**

SALARY : Grade 1: R166 869 – R184 455 per annum, (OSD as prescribed)
Grade 2: R194 808 – R217 410 per annum, (OSD as prescribed)

CENTRE : Social Development, Western Cape Government
REQUIREMENTS : A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES : Mr E Buys Tel No: (021) 986 9100 (Outeniekwa, Bonnytoun and Horizon) / Mr F Hendricks Tel No: (021) 826 5972 (Lindelani, De Novo and Kraaifontein ROAR) / Mr J Campher Tel No: (021) 511 5169 (Kensington) / Mr M Benting Tel No: (021) 931 0236 (Clanwilliam and Vredelus)

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 18 March 2024
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms->

preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 08/69** : **CHIEF DIRECTOR: TRAFFIC MANAGEMENT REF NO: WCMD 10/2024**
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification in Public Management/Alternate Dispute Resolution Qualification/ law related. Experience on a Senior Management level in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
- DUTIES** : Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Provide lifelong quality outcomes-based learning programmes to traffic policing agencies; Ensure integration of all Road Safety interventions and greater voluntary compliance by road users with road rules and regulations; Strategic Management; Change Management; People Management; Financial Management.
- ENQUIRIES** : Ms. M Moore Tel No: (021) 483 3900
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

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OTHER POSTS

- POST 08/70** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: WCMD 07/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer and personal services; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Political sciences and public policy; Relationship management; Skills needed: Written and verbal communication; Information management; Planning and organising; Leadership; Impact and influence; Problem solving; Decision making.
- DUTIES** : Manage the achievement of component goals in respect of contract management; Tender management; Financial management; Personnel management.

- ENQUIRIES** : Mr R Collins Tel No: (021) 483 8940
- POST 08/71** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 06/2024**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree equivalent or higher) in Supply Chain Management or Financial Management; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Procurement and provisioning services; tendering processes; Application of relevant procurement legislation/policies, such as B-BBEE; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars, etc; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems, etc; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; SCM AOS and delegations; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Financial delegations and best practice in the Public Service; Accounting, Finance and Audit. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Project Management and problem solving; Ability to work independently and as part of a team; Ability to work under pressure, willingness to work irregular hours and meet tight deadlines.
- DUTIES** : Manage the functional operations with regard to compliance, performance management and capacity building in the SCM environment; People management and rendering a procurement service for goods and services that incorporates demand, acquisition and contract management.
- ENQUIRIES** : Ms S Moodley Tel No: (021) 483 8970
- POST 08/72** : **STRATEGIC SOURCING SPECIALIST: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 08/2024 (X2 POSTS)**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience supply chain management working environment. Competencies: Knowledge of the following: Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes and circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft contracts of terms and input to SLA and negotiations; Supply chain management AOS and delegations; Project management; Skills needed: Time Management; Dispute Resolution/Conflict Management; Record Keeping; Analytical; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Proven computer literacy (MS Office).
- DUTIES** : Facilitate demand planning support for specific Mobility related commodities as well as products, services and equipment; Facilitate acquisition management support; Facilitate contract management support; Supervisory functions.
- ENQUIRIES** : Ms S Moodley Tel No: (021) 483 8970
- POST 08/73** : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER REF NO: WCMD 09/204**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Working knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Outcomes-based education principles; Previous experience as a facilitator; Examiner of vehicles and/or examiner of driving licence; Willing to work weekends if required; Must be prepared to travel. Competencies: Knowledge of departmental practices. Skills

needed: Communication (written and verbal); Interpersonal skills; Planning and organising; Ability to work independently and under pressure; Training and facilitating; Leadership.

DUTIES

: Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitation of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

ENQUIRIES

: Ms J Tweedie Tel No: (021) 983 1502