



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 09 OF 2024
DATE ISSUED 08 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 HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 25 March 2024
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

GRADUATE INTERSHIP PROGRAMME 2024-2026 (24 MONTHS)

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months.

The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme. Applicants must be 18-35 years of age.

OTHER POST

- POST 09/01** : **INTERNSHIP REF NO: NDOH 9/2024 (X5 POSTS)**
Chief Directorate: Trauma, Violence and EMS
- STIPEND** : R7 043, 31 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) / Degree (NQF 7) in the field of Microbiology, Biomedical Science. Good communication (written and verbal), planning and organising skills.
- DUTIES** : Imports and exports of biological materials. Inspection of laboratories inclusive of tissue banks. Acquire information on international standards on establishment of pathological laboratories, tissue banks and other banks related to human tissues. Verification of registration of the Principal Investigator / Medical Specialist with the Health Professionals Council of South Africa (HPCSA).
- ENQUIRIES** : Dr. Ncha Tel No: (012) 395 8257

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions. Reasonable accommodation shall be applied for People with Disabilities.



- APPLICATIONS** : Applications must be sent to the correct DHA address specified at the bottom of the posts; or submitted on the following link: <https://essa@labour.gov.za>. Search opportunity name per Province and town, e.g. mobile officer or civic services clerk. Applicants who do not have access to the internet may submit their applications to the nearest Regional Offices of the Department of Employment and Labour (Labour Centres); Enquiry related to the system: PES@labour.gov.za and enquiries related to the work opportunities: Vusi.Mazibuko@labour.gov.za (082 886 9627) and Siphamandla.Xaba@labour.gov.za (076 983 8905) as well as Call Centre for system enquiries 086 010 1018.
- CLOSING DATE** : 28 March 2024
- NOTE** : Directions to applicants: Applications must be submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za; Applicants must fully complete part A,B,C,D,& F of the application form; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) and detailed duties of each employment period, including the details of at least two contactable employment references (as recent as possible). Applicants for the position of Mobile Officer must indicate the full details of the driver's licence as well as the Public Driver's Permit, PDP. Shortlisted candidates will be required to submit a copy of Identity Document (ID), a valid driver's licence, a valid Public Driver's Permit, as well as copies of the highest qualification/s on or before the day of the interview, submit, where applicable, evaluated results from the South African Qualifications Authority (SAQA) for foreign acquired qualifications, and submitted on or before the closing date. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you are committed to delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. Selection: In the filling of entry level positions, preference, where applicable, may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based. Shortlisted Candidates for the position of Civic Services Clerk will be subjected to an interview and technical assessment. Shortlisted candidates for the position of Mobile Officer will be subjected to an interview, technical and Role Behaviour Assessments. Candidates considered suitable will be subjected to employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications). Appointment: Appointed persons will be required to - serve a prescribed probation period; and obtain security clearance appropriate to the post and within the prescribed timeframe.

OTHER POSTS

- POST 09/02** : **MOBILE OFFICER (X100 POSTS)**
- SALARY CENTRE** : R294 321 - R343 815 per annum (Level 07), a basic salary
- : Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/1a (X1 Post)
- : Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/1b (X1 Post)
- : Eastern Cape: Medium Office: Qumbu Ref No: HRMC 7/24/1c (X1 Post)
- : Eastern Cape: Medium Office: Peddie Ref No: HRMC 7/24/1d (X1 Post)
- : Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 7/24/1e (X1 Post)
- : Eastern Cape: PSP: Elliotdale Ref No: HRMC 7/24/1f (X1 Post)
- : Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 7/24/1g (X1 Post)
- : Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 7/24/1h (X1 Post)

Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 7/24/1i (X1 Post)
 Eastern Cape: Medium Office: Motherwell Ref No: HRMC 7/24/1j (X1 Post)
 Eastern Cape: Medium Office: Cleary Park Ref No: HRMC 7/24/1k (X1 Post)
 Eastern Cape: PSP: Cradock Ref No: HRMC 7/24/1l (X1 Post)
 Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 7/24/1m (X1 Post)
 Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 7/24/1n (X1 Post)
 Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 7/24/1o (X1 Post)
 Free State: Medium Office: Thaba Nchu Ref No: HRMC 7/24/1p (X1 Post)
 Free State: Medium Office: Zastron Ref No: HRMC 7/24/1q (X1 Post)
 Free State: PSP: Trompsburg Ref No: HRMC 7/24/1r (X1 Post)
 Free State: Medium Office: Bultfontein Ref No: HRMC 7/24/1s (X1 Post)
 Free State: PSP: Ficksburg Ref No: HRMC 7/24/1t (X1 Post)
 Free State: PSP: Parys Ref No: HRMC 7/24/1u (X1 Post)
 Free State: PSP: Vrede Ref No: HRMC 7/24/1v (X1 Post)
 Free State: PSP: Wesselsbron Ref No: HRMC 7/24/1w (X1 Post)
 Free State: PSP: Ladybrand Ref No: HRMC 7/24/1x (X1 Post)
 Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/1y (X1 Post)
 Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/1z (X1 Post)
 Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/1aa (X1 Post)
 Gauteng: Medium Office: Heidelberg Ref No: HRMC 7/24/1ab (X1 Post)
 Gauteng: Medium Office: Vanderbijlpark Ref No: HRMC 7/24/1ac (X1 Post)
 Gauteng: Large Office: Randfontein Ref No: HRMC 7/24/1ad (X1 Post)
 Gauteng: Medium Office: Carletonville Ref No: HRMC 7/24/1ae (X1 Post)
 Gauteng: Medium Office: Roodepoort Ref No: HRMC 7/24/1af (X1 Post)
 Gauteng: Medium Office: Bronkhorstspuit Ref No: HRMC 7/24/1ag (X1 Post)
 KwaZulu-Natal: Medium Office: Vryheid Ref No: HRMC 7/24/1ah (X1 Post)
 KwaZulu-Natal: Large Office: Ulundi Ref No: HRMC 7/24/1ai (X1 Post)
 KwaZulu-Natal: Medium Office: Nqutu Ref No: HRMC 7/24/1aj (X1 Post)
 KwaZulu-Natal: Medium Office: Hluhluwe Ref No: HRMC 7/24/1ak (X1 Post)
 KwaZulu-Natal: Medium Office: Mtubatuba Ref No: HRMC 7/24/1al (X1 Post)
 KwaZulu-Natal: Medium Office: Stanger Ref No: HRMC 7/24/1am (X1 Post)
 KwaZulu-Natal: Medium Office: Eshowe Ref No: HRMC 7/24/1an (X1 Post)
 KwaZulu-Natal: Medium Office: Estcourt Ref No: HRMC 7/24/1ao (X1 Post)
 KwaZulu-Natal: Large Office: Ugu Ref No: HRMC 7/24/1ap (X1 Post)
 KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 7/24/1aq (X1 Post)
 KwaZulu-Natal: Medium Office: Umsinga Ref No: HRMC 7/24/1ar (X1 Post)
 KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 7/24/1as (X2 Posts)
 KwaZulu-Natal: Large Office: Umgungundlovu Ref No: HRMC 7/24/1at (X1 Post)
 KwaZulu-Natal: PSP: Harding Ref No: HRMC 7/24/1au (X1 Post)
 Limpopo: Medium Office: Mutale Ref No: HRMC 7/24/1av (X1 Post)
 Limpopo: Medium Office: Modjadjiskoof Ref No: HRMC 7/24/1aw (X1 Post)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 7/24/1ax (X1 Post)
 Limpopo: Medium Office: Lephalale Ref No: HRMC 7/24/1ay (X1 Post)
 Limpopo: Large Office: Mokopane Ref No: HRMC 7/24/1az (X1 Post)
 Limpopo: Large Office: Jane Furse Ref No: HRMC 7/24/1ba (X1 Post)
 Limpopo: Medium Office: Groblersdal Ref No: HRMC 7/24/1bb (X1 Post)
 Limpopo: Medium Office: Nebo Ref No: HRMC 7/24/1bc (X1 Post)
 Limpopo: Medium Office: Molemole Ref No: HRMC 7/24/1bd (X1 Post)
 Limpopo: Medium Office: Bochum Ref No: HRMC 7/24/1be (X1 Post)
 Limpopo: Medium Office: Sekororo Ref No: HRMC 7/24/1bf (X1 Post)
 Limpopo: Medium Office: Lebowakgomo Ref No: HRMC 7/24/1bg (X1 Post)
 Mpumalanga: Medium Office: Hazyview Ref No: HRMC 7/24/1bh (X1 Post)
 Mpumalanga: Medium Office: White River Ref No: HRMC 7/24/1bi (X1 Post)
 Mpumalanga: Medium Office: Mapulaneng Ref No: HRMC 7/24/1bj (X1 Post)
 Mpumalanga: Large Office: eMalahleni Ref No: HRMC 7/24/1bk (X1 Post)
 Mpumalanga: Medium Office: Siyabuswa Ref No: HRMC 7/24/1bl (X1 Post)
 Mpumalanga: Medium Office: KwaMhlanga Ref No: HRMC 7/24/1bm (X1 Post)
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 7/24/1bn (X1 Post)
 Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 7/24/1bo (X1 Post)
 Mpumalanga: Medium Office: Secunda Ref No: HRMC 7/24/1bp (X1 Post)
 Mpumalanga: Medium Office: Volksrust Ref No: HRMC 7/24/1bq (X1 Post)
 Northern Cape: Large Office: Kuruman Ref No: HRMC 7/24/1br (X1 Post)
 Northern Cape: Large Office: Kimberley Ref No: HRMC 7/24/1bs (X1 Post)
 Northern Cape: Large Office: Upington Ref No: HRMC 7/24/1bt (X1 Post)
 Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 7/24/1bu (X1 Post)

Northern Cape: Medium Office: Pampierstad Ref No: HRMC 7/24/1bv (X1 Post)
 Northern Cape: Medium Office: Springbok Ref No: HRMC 7/24/1bw (X1 Post)
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 7/24/1bx (X1 Post)
 Northern Cape: Medium Office: De Aar Ref No: HRMC 7/24/1by (X1 Post)
 Northern Cape: Medium Office: Prieska Ref No: HRMC 7/24/1bz (X1 Post)
 Northern Cape: Medium Office: Postmasburg Ref No: HRMC 7/24/1ca (X1 Post)
 North West: Medium Office: Wolmaransstad Ref No: HRMC 7/24/1cb (X1 Post)
 North West: PSP: Ventersdorp Ref No: HRMC 7/24/1cc (X1 Post)
 North West: Medium Office: Vryburg Ref No: HRMC 7/24/1cd (X1 Post)
 North West: Medium Office: Taung Ref No: HRMC 7/24/1ce (X1 Post)
 North West: Medium Office: Madikwe Ref No: HRMC 7/24/1cf (X1 Post)
 North West: Large Office: Swaruggens Ref No: HRMC 7/24/1cg (X1 Post)
 North West: Medium Office: Makapanstad Ref No: HRMC 7/24/1ch (X1 Post)
 North West: Medium Office: Lichtenburg Ref No: HRMC 7/24/1ci (X1 Post)
 North West: Medium Office: Atamelang Ref No: HRMC 7/24/1cj (X1 Post)
 North West: Medium Office: Zeerust Ref No: HRMC 7/24/1ck (X1 Post)
 Western Cape: PSP: Laingsburg Ref No: HRMC 7/24/1cl (X1 Post)
 Western Cape: Medium Office: Oudtshoorn Ref No: HRMC 7/24/1cm (X2 Posts)
 Western Cape: Medium Office: Malmesbury Ref No: HRMC 7/24/1cn (X2 Posts)
 Western Cape: Medium Office: Beaufort-West Ref No: HRMC 7/24/1co (X1 Post)
 Western Cape: Medium Office: Caledon Ref No: HRMC 7/24/1cp (X1 Post)
 Western Cape: PSP: Vradenburg Ref No: HRMC 7/24/1cq (X1 Post)
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/1cr (X2 Posts)

REQUIREMENTS

: An undergraduate qualification in Public Administration / Public Management / Operations / Human Resources / Business Management at an NQF Level 6 as recognised by SAQA. One (1) year clerical experience will be an added advantage. Experience in client and customer service environment will be an added advantage. Sound knowledge of the Batho Pele Principles. A valid driver's licence (Code 10) and a valid Public Driver Permit (PDP). Basic knowledge of Public Service Regulations. Basic knowledge of the Departmental Legislation and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework Knowledge of Civic Services Operations. Basic knowledge of Civic Services Prescripts. Required skills and competencies: Communication and sound interpersonal skills, Time management, Problem solving skills, Planning and organizing, Supervisory skills, Basic Report writing skills, Basic Computer literacy, Extensive travelling is required.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Supervise and administer the daily operations of Civic Services functions within the Mobile Offices, Identity Document, Birth, Marriage and Death (BMD) and Passport application processes. Supervise and monitor operations in different service points. Management of queues for clients visiting the office and daily operation of the office. Ensure that the Mobile Office is properly maintained and examined to render services. Perform daily trips and post-trip vehicle inspections and ensure that the Mobile Unit is in the best safety condition at all times. Implement effective risk and compliance in line with the relevant practices. Facilitate the provision of client services to service points. Operate the specialised equipment in the front and back office as required. Drive the mobile unit to the required service point and ensure that the mobile unit is set up at the required location at the scheduled time. Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required. Maintain relationship with various internal and external stakeholders. Comply with relevant Civic Services frameworks. Supervision of resources (human and physical) within the unit.

ENQUIRIES

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418
 Free State: Mr C Mgwadleka Tel No: (051) 410 3912
 Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
 KwaZulu-Natal: Ms N Tshezi Tel No: (033) 845 5003
 Limpopo: Mr J Kgole Tel No: (015) 287 2802
 Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
 Northern Cape: Ms S Botha Tel No: (053) 807 6700
 North West: Ms M Seleke Tel No: (018) 397 9904

APPLICATIONS

Western Cape: Mr M Pienaar Tel No: (021) 488 1409

: Quoting the relevant reference number, direct your application to: The Department of Home Affairs Office as follows:

Eastern Cape: Postal Address: Private Bag 7413, King Williams Town, 5600. Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324. Physical Address: 40 Victoria Street Willows Bloemfontein, 9301.

Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017. Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.

KwaZulu-Natal: Postal Address: Private Bag X 09, Pietermaritzburg 3209. Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo: Postal Address: Private Bag X 9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699.

Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200. Physical Address: 29 Bester Street, Nelspruit, 1200.

Northern Cape: Postal Address: Private Bag X 6073, Kimberley 8300. Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.

North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000.

POST 09/03

CIVIC SERVICES CLERK (X100 POSTS)

SALARY CENTRE

: R241 485 - R281 559 per annum (Level 06), a basic salary

: Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/2a (X1 Post)

: Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/2b (X1 Post)

: Eastern Cape: Medium Office: Qumbu Ref No: HRMC 7/24/2c (X1 Post)

: Eastern Cape: Medium Office: Peddie Ref No: HRMC 7/24/2d (X1 Post)

: Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 7/24/2e (X1 Post)

: Eastern Cape: PSP: Elliotdale Ref No: HRMC 7/24/2f (X1 Post)

: Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 7/24/2g (X1 Post)

: Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 7/24/2h (X1 Post)

: Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 7/24/2i (X1 Post)

: Eastern Cape: Medium Office: Motherwell Ref No: HRMC 7/24/2j (X1 Post)

: Eastern Cape: Medium Office: Cleary Park Ref No: HRMC 7/24/2k (X1 Post)

: Eastern Cape: PSP: Cradock Ref No: HRMC 7/24/2l (X1 Post)

: Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 7/24/2m (X1 Post)

: Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 7/24/2n (X1 Post)

: Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 7/24/2o (X1 Post)

: Free State: Medium Office: Thaba Nchu Ref No: HRMC 7/24/2p (X1 Post)

: Free State: Medium Office: Zastron Ref No: HRMC 7/24/2q (X1 Post)

: Free State: PSP: Trompsburg Ref No: HRMC 7/24/2r (X1 Post)

: Free State: Medium Office: Bultfontein Ref No: HRMC 7/24/2s (X1 Post)

: Free State: PSP: Ficksburg Ref No: HRMC 7/24/2t (X1 Post)

: Free State: PSP: Parys Ref No: HRMC 7/24/2u (X1 Post)

: Free State: PSP: Vrede Ref No: HRMC 7/24/2v (X1 Post)

: Free State: PSP: Wesselsbron Ref No: HRMC 7/24/2w (X1 Post)

: Free State: PSP: Ladybrand Ref No: HRMC 7/24/2x (X1 Post)

: Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/2y (X1 Post)

: Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/2z (X1 Post)

: Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/2aa (X1 Post)

: Gauteng: Medium Office: Heidelberg Ref No: HRMC 7/24/2ab (X1 Post)

: Gauteng: Medium Office: Vanderbijlpark Ref No: HRMC 7/24/2ac (X1 Post)

: Gauteng: Large Office: Randfontein Ref No: HRMC 7/24/2ad (X1 Post)

: Gauteng: Medium Office: Carletonville Ref No: HRMC 7/24/2ae (X1 Post)

: Gauteng: Medium Office: Roodepoort Ref No: HRMC 7/24/2af (X1 Post)

: Gauteng: Medium Office: Bronkhorstspruit Ref No: HRMC 7/24/2ag (X1 Post)

: KwaZulu-Natal: Medium Office: Vryheid Ref No: HRMC 7/24/2ah (X1 Post)

: KwaZulu-Natal: Large Office: Ulundi Ref No: HRMC 7/24/2ai (X1 Post)

: KwaZulu-Natal: Medium Office: Nqutu Ref No: HRMC 7/24/2aj (X1 Post)

: KwaZulu-Natal: Medium Office: Hluhluwe Ref No: HRMC 7/24/2ak (X1 Post)

: KwaZulu-Natal: Medium Office: Mtubatuba Ref No: HRMC 7/24/2al (X1 Post)

KwaZulu-Natal: Medium Office: Stanger Ref No: HRMC 7/24/2am (X1 Post)
 KwaZulu-Natal: Medium Office: Eshowe Ref No: HRMC 7/24/2an (X1 Post)
 KwaZulu-Natal: Medium Office: Estcourt Ref No: HRMC 7/24/2ao (X1 Post)
 KwaZulu-Natal: Large Office: Ugu Ref No: HRMC 7/24/2ap (X1 Post)
 KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 7/24/2aq (X1 Post)
 KwaZulu-Natal: Medium Office: Umsinga Ref No: HRMC 7/24/2ar (X1 Post)
 KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 7/24/2as (X2 Posts)
 KwaZulu-Natal: Large Office: Umgungundlovu Ref No: HRMC 7/24/2at (X1 Post)
 KwaZulu-Natal: PSP: Harding Ref No: HRMC 7/24/2au (X1 Post)
 Limpopo: Medium Office: Mutale Ref No: HRMC 7/24/2av (X1 Post)
 Limpopo: Medium Office: Modjadjiskoof Ref No: HRMC 7/24/2aw (X1 Post)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 7/24/2ax (X1 Post)
 Limpopo: Medium Office: Lephalale Ref No: HRMC 7/24/2ay (X1 Post)
 Limpopo: Large Office: Mokopane Ref No: HRMC 7/24/2az (X1 Post)
 Limpopo: Large Office: Jane Furse Ref No: HRMC 7/24/2ba (X1 Post)
 Limpopo: Medium Office: Groblersdal Ref No: HRMC 7/24/2bb (X1 Post)
 Limpopo: Medium Office: Nebo Ref No: HRMC 7/24/2bc (X1 Post)
 Limpopo: Medium Office: Molemole Ref No: HRMC 7/24/2bd (X1 Post)
 Limpopo: Medium Office: Bochum Ref No: HRMC 7/24/2be (X1 Post)
 Limpopo: Medium Office: Sekororo Ref No: HRMC 7/24/2bf (X1 Post)
 Limpopo: Medium Office: Lebowakgomo Ref No: HRMC 7/24/2bg (X1 Post)
 Mpumalanga: Medium Office: Hazyview Ref No: HRMC 7/24/2bh (X1 Post)
 Mpumalanga: Medium Office: White River Ref No: HRMC 7/24/2bi
 Mpumalanga: Medium Office: Mapulaneng Ref No: HRMC 7/24/2bj (X1 Post)
 Mpumalanga: Large Office: eMalahleni Ref No: HRMC 7/24/2bk (X1 Post)
 Mpumalanga: Medium Office: Siyabuswa Ref No: HRMC 7/24/2bl (X1 Post)
 Mpumalanga: Medium Office: KwaMhlanga Ref No: HRMC 7/24/2bm (X1 Post)
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 7/24/2bn (X1 Post)
 Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 7/24/2bo (X1 Post)
 Mpumalanga: Medium Office: Secunda Ref No: HRMC 7/24/2bp (X1 Post)
 Mpumalanga: Medium Office: Volksrust Ref No: HRMC 7/24/2bq (X1 Post)
 Northern Cape: Large Office: Kuruman Ref No: HRMC 7/24/2br (X1 Post)
 Northern Cape: Large Office: Kimberley Ref No: HRMC 7/24/2bs (X1 Post)
 Northern Cape: Large Office: Upington Ref No: HRMC 7/24/2bt (X1 Post)
 Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 7/24/2bu (X1 Post)
 Northern Cape: Medium Office: Pampierstad Ref No: HRMC 7/24/2bv (X1 Post)
 Northern Cape: Medium Office: Springbok Ref No: HRMC 7/24/2bw (X1 Post)
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 7/24/2bx (X1 Post)
 Northern Cape: Medium Office: De Aar Ref No: HRMC 7/24/2by (X1 Post)
 Northern Cape: Medium Office: Prieska Ref No: HRMC 7/24/2bz (X1 Post)
 Northern Cape: Medium Office: Postmasburg Ref No: HRMC 7/24/2ca (X1 Post)
 North West: Medium Office: Wolmaransstad Ref No: HRMC 7/24/2cb (X1 Post)
 North West: PSP: Ventersdorp Ref No: HRMC 7/24/2cc (X1 Post)
 North West: Medium Office: Vryburg Ref No: HRMC 7/24/2cd (X1 Post)
 North West: Medium Office: Taung Ref No: HRMC 7/24/2ce (X1 Post)
 North West: Medium Office: Madikwe Ref No: HRMC 7/24/2cf (X1 Post)
 North West: Large Office: Swartruggens Ref No: HRMC 7/24/2cg (X1 Post)
 North West: Medium Office: Makapanstad Ref No: HRMC 7/24/2ch (X1 Post)
 North West: Medium Office: Lichtenburg Ref No: HRMC 7/24/2ci (X1 Post)
 North West: Medium Office: Atamelang Ref No: HRMC 7/24/2cj (X1 Post)
 North West: Medium Office: Zeerust Ref No: HRMC 7/24/2ck (X1 Post)
 Western Cape: PSP: Laingsburg Ref No: HRMC 7/24/2cl (X1 Post)
 Western Cape: Medium Office: Oudtshoorn Ref No: HRMC 7/24/2cm (X2 Posts)
 Western Cape: Medium Office: Malmesbury Ref No: HRMC 7/24/2cn (X2 Posts)
 Western Cape: Medium Office: Beaufort-West Ref No: HRMC 7/24/2co (X1 Post)
 Western Cape: Medium Office: Caledon Ref No: HRMC 7/24/2cp (X1 Post)
 Western Cape: PSP: Vredenburg Ref No: HRMC 7/24/2cq (X1 Post)
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/2cr (X2 Posts)

REQUIREMENTS

: An undergraduate qualification in Public Management / Public Administration / Human Resources at NQF level 6, as recognised by SAQA. Basic

understanding of Civic Service operations. Sound knowledge of the Batho Pele Principles. Required skills and competencies: Basic Computer literacy, Interpersonal skills, Written and verbal communication skills, Client orientation and customer focus, Attention to detail.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office (application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents). Operate the live capture. Verify, validate and capture client information on system, fingerprints, scan client supporting documents on line. Examine processed fingerprints and evaluate their validity for entry into the automated fingerprint identification system. Receive, scan and file smartcards upon receipt at the office. Process collections of ID smart cards to clients.

ENQUIRIES

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418
Free State: Mr C Mgwadleka Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Tshezi Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North West: Ms M Seleke Tel No: (018) 397 9904
Western Cape: Mr M Pienaar Tel (021) 488 1409

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Department of Home Affairs Office as follows:
Eastern Cape: Postal Address: Private Bag 7413, King Williams Town, 5600. Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324. Physical Address: 40 Victoria Street Willows Bloemfontein, 9301.
Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017. Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
KwaZulu-Natal: Postal Address: Private Bag X 09, Pietermaritzburg 3209. Physical address: 181 Church Street, Pietermaritzburg 3209
Limpopo: Postal Address: Private Bag X 9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200. Physical Address: 29 Bester Street, Nelspruit, 1200.
Northern Cape: Postal Address: Private Bag X 6073, Kimberley 8300. Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000.

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

APPLICATIONS

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape/Bisho/Makhanda/ Gqeberha/ East London Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims:** Randburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley.
- Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- KwaZulu Natal, Durban:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

: 25 March 2024

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an

evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 09/04** : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2024/12/OCJ**
- SALARY** : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Applicants should be in possession of an appropriate Bachelor’s Degree (NQF 7)/ National Diploma in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years’ experience in IT Systems Security and ICT Governance. IT Security Policy Development and administration. Working knowledge and experience on ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Good understanding of IT security system tools. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understanding of Risk Management framework. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.
- DUTIES** : Drive and ensure implementation of the Public Service Information Security Policy. Ensure Departmental information security governance, practices, and procedures. Develop and maintain the Information Security Management Framework. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. Ensure implementation, continuous monitoring and review the Information security management program. ICT Risk Management Programme. Conduct continuous vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Champion and educate the organization about the latest security strategies

and technologies. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e. DR testing etc. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports for the Information Security environment.

ENQUIRIES : Technical Enquiries: Mr. T Mohono Tel No: (010) 493 8754, HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 8771

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 09/05 : **LAW RESEACHER REF NO: 2024/13/OCJ**

SALARY : R424 104 – R508 692 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Middelburg High Court
 Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification, A minimum of three (3) years' legal research experience and completed articles will be an advantage, Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat) Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problems analysis, solving and planning skills. Computer literacy (MS Word). Project management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.

DUTIES : Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyze it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyze it thoroughly. Prepare PowerPoint presentations. Perform quasi – judicial functions. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court – related work requested to improve the efficiency of the court.

ENQUIRIES : Technical Enquiries: Ms Y Seswene Tel No: (013) 792 2211, HR related Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 09/06 : **STATISTICAL OFFICER REF NO: 2024/14/OCJ**

SALARY : R359 517 – R420 402 per annum (Level 08). (The successful candidate will be required to sign a performance agreement)

CENTRE REQUIREMENTS : Eastern Cape Division of the High Court (Bhisho)
 Applicants should be in possession of an appropriate Bachelor's Degree (NQF 7)/ National Diploma (NQF 6) in Statistics or equivalent qualification; 2-3 years' experience in statistical/data collection environment; a valid driver's licence. Skills and Competencies: Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain

- professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.
- ENQUIRIES** : Technical Related Enquiries: Mr S. Gani Tel No: (046) 603 5009, HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 09/07** : **SENIOR COURT INTERPRETER REF NO: 2024/19/OCJ**
- SALARY** : R294 321 – R343 815 per annum (Level 07). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of the High Court: Gqeberha
Applicants should be in possession of Grade twelve (12) and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.
- ENQUIRIES** : Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626, HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 09/08** : **JUDGE'S SECRETARY REF NO: 2024/20/OCJ**
(Re-advertisement, candidates who previously applied must re-apply)
- SALARY** : R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division of the High Court: Polokwane
Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and

the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court 80 hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES : HR Enquiries: Ms. N.P Phadziri/ Ms. E.M Ramaphakela Tel No: (015) 495 1743/1744, Technical enquiries: Ms. M.M.G Phaswane Tel No: (015) 495 1812

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 09/09 : **JUDGES SECRETARY REF NO: 2024/21/OCJ**

SALARY : R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Claims Court, Durban

REQUIREMENTS : Matric certificate with one (1) to three (3) years secretarial experience or as an office assistant in a legal environment. A valid Driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/Bcom Law degree will serve as an advantage and results must accompany the application. Shortlisted Candidate will be required to pass a typing test.

DUTIES : Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial / administrative duties to the Judge, Manage and type correspondence, judgements and orders for the Judge (including data typing), arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangement. etc; perform digital recording of court proceedings urgent court after house and ensure integrity of such recordings, store, keep and file court records safety: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts; Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court; Management of Judge's vehicle, logbook and the driving thereof; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; Management of Judge's Library and updating of loose leaf publications; Execute Legal research as directed by the Judge. Comply with departmental policies and prescripts and procedures or guidelines.

ENQUIRIES : Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims: Durban: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 09/10 : **JUDGES SECRETARY REF NO: 2024/22/OCJ**

SALARY : R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: Western Cape Division of the High Court, Cape Town : Grade 12 with typing/ Secretarial Diploma. 1 – 3 years secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification will serve as an added advantage. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities.
<u>DUTIES</u>	: Typing; Arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the judiciary in connection with cases and case-related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and legislation.
<u>ENQUIRIES</u>	: Technical enquiries Ms V Noah/ Ms M Baker Tel No: (021) 469 4000, HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/11</u>	: <u>REGISTRAR REF NO: 2024/15/OCJ</u>
<u>SALARY</u>	: R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Northern Cape Division of the High Court: Kimberley : Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written) Computer literacy Numerical Skills. Attention to detail Planning, organizing and control Problem solving and decision-making skills Customer service orientated Interpersonal Skills, Conflict management Strong work ethics Professionalism Ability to work under pressure and meeting of deadlines Results driven Honesty/Trustworthy Observance of confidentiality.
<u>DUTIES</u>	: Manage and execute quasi-judicial functions Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes Initiating Court Proceedings Co-ordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and

		safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms S Basson Tel No: (053) 492 3501 HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/12</u>	:	<u>REGISTRAR REF NO: 2024/16/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of the High Court Pretoria Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.
<u>DUTIES</u>	:	Co-ordinate of cash-flow management and support services to the judiciary and prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conference, processing of applications for hearing dates and trial dates in line with case-flow management standards. Quality checks on criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute request from the judiciary in connection with cases and cases related matters. Exercise control over the management and safekeeping of case record and record room. Deal with the files in terms of the relevant codes and legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Shandu Tel No: 012 315 7564, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/13</u>	:	<u>REGISTRAR REF NO: 2024/17/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum (MR3-MR5), Salary to be determined in accordance with experience as per OSD salary determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of the High Court Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) years Legal qualification. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid code B driver's license. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics;

- Professionalism; Ability to work under pressure and meeting of deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.
- DUTIES** : Co-ordination of Case flow management and support to the Judiciary; Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters; Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives; Assist the Judge President/ designated case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll); maintaining of statistics on the case management tool; Supervision and management of staff; Provide practical training and assistance to the registrar's Clerk; exercise control over the management of appeals and reviews; Deal with the files in terms of the relevant codes and Legislation. Attend to Taxations.
- ENQUIRIES** : HR / Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 09/14** : **REGISTRAR REF NO: 2024/18/OCJ**
- SALARY** : R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with Occupation Specific Dispensation determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu-Natal Division of the High Court: Local Division Durban
- : Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) years Legal qualification, a minimum of 2-years legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written, Computer literacy, Numerical skills, Attention to detail, Planning, Organizing and Control, Problem solving and decision making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management support services to the Judiciary and Prosecution, Manage the issuing of all processes initiating Court proceedings, Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes, Attending to all quasi-judicial functions namely, default judgment and taxations, Maintaining of criminal and civil record books, Authentication of documents for international use, Supervision and management of staff, Provide practical training and assistance to the Registrars' Clerks, Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the Judiciary in connection with cases and case related matters, Exercise control over the management, Safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Technical Enquiries: Mrs K Marais at 087 106 1780, HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

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 : 28 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 overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the post of Engineering Technologist Production (Grade C) with Ref No: 2024/26, Johannesburg Regional Office, advertised in Public Service Vacancy Circular 06 dated 16 February 2024 with the closing date 01 March 2024 is withdrawn.

OTHER POSTS

POST 09/15 : **CHIEF ENGINEER: CIVIL (GRADE A) REF NO: 2024/38 (X2 POSTS)**

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

- CENTRE REQUIREMENTS** :
- : Head Office (Pretoria)
 - : At least a BSc or BEng in Civil Engineering or relevant qualification (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. Six years post qualification experience required as a registered professional Engineer. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
- DUTIES** :
- : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES APPLICATIONS** :
- : Mr M Ramushu Tel No: (012) 406 2109
 - : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** :
- : Ms NP Mudau
- POST 09/16** :
- : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A REF NO: 2024/39**
(Re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** :
- : R410 388 per annum, (OSD salary package)
 - : Johannesburg (Regional Office)
 - : A Bachelor of Technology in Engineering (B Tech) or relevant qualification, Three years post Qualification Engineering Technologist experience, required Valid Driver's License, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing, Networking, Professional judgment, Problem solving and analysis, Decision Making, Team leadership, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer Skills, Planning and Organizing, People Management.
- DUTIES** :
- : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports, Provide inputs to the operational

plan. Develop, implement and maintain databases. Research and development: keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES
APPLICATIONS

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

FOR ATTENTION

: Mr M Mudau

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : All applications from suitably qualified individuals together with detailed Curriculum Vitae, completed and signed new Z83 form, (All other documents will be submitted by shortlisted candidates only) should be forwarded to DLCA HR, Driving Licence Card Account, Private Bag X25223, Monument Park, Pretoria, 0105 or hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048 or Emailed to Applications@dlca.gov.za.
- CLOSING DATE** : 25 March 2024

INTERNSHIP PROGRAMMES AT THE DRIVING LICENCE CARD ACCOUNT (DLCA) FOR (24 MONTHS) 2024/2026

OTHER POSTS

- POST 09/17** : **FINANCE INTERN REF NO: DLCA/HRM/2024/01 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Finance
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Credit / Debt Management / Financial / Accounting Management.
- ENQUIRIES** : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Finance Intern"
- POST 09/18** : **SUPPLY CHAIN INTERN REF NO: DLCA/HRM/2024/02 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Finance
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma/ Degree in Supply Chain / Purchasing/ Logistics Management.
- ENQUIRIES** : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Supply Chain Intern"
- POST 09/19** : **PRODUCTION INTERN REF NO: DLCA/HRM/2024/03 (X4 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Production
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Operations/ Production Management.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Production Intern"
- POST 09/20** : **HELP DESK REF NO: DLCA/HRM/2024/04 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Service Delivery
- STIPEND** : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Diploma in Customer Relations/ Public Administration.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Help Desk Intern"

POST 09/21 : **SERVICE DESK REF NO: DLCA/HRM/2024/05 (X2 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Service Delivery

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Diploma in Customer Relations / Public Administration.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Service Desk Intern"

POST 09/22 : **HUMAN RESOURCES MANAGEMENT REF NO: DLCA/HRM/2024/06 (X1 POST)**
Branch: Driving Licence Card Account
Chief Directorate: Human Resources Management

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Human Resources Management.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resources Intern"

POST 09/23 : **RISK AND COMPLIANCE REF NO: DLCA/HRM/2024/07 (X1 POST)**
Branch: Driving Licence Card Account
Chief Directorate: Risk and Governance

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma/ Degree in Risk and Governance/ Internal Auditing/ Financial Accounting.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Risk and Compliance Intern"

POST 09/24 : **PLANNING, MONITORING AND EVALUATION REF NO: DLCA/HRM/2024/08 (X1 POST)**
Branch: Driving Licence Card Account
Chief Directorate: Risk and Governance

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : National Diploma / Degree in Strategic Management or any relevant qualification.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Planning, Monitoring and Evaluation Intern"

POST 09/25 : **INFORMATION TECHNOLOGY REF NO: DLCA/HRM/2024/09 (X3 POSTS)**
Branch: Driving Licence Card Account
Chief Directorate: Information Technology

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Diploma in IT.
ENQUIRIES : Michel Konopi Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Information Technology Intern"

POST 09/26 : **ADMINISTRATION - OFFICE OF THE HEAD OF ENTITY INTERN REF NO: DLCA/HRM/2024/10 (X2 POSTS)**
Branch: Driving Licence Card Account (Office of the Head of the Entity)
Chief Directorate: Administration

STIPEND : R7 043.25 per month
CENTRE : Erasmuskloof, Pretoria

REQUIREMENTS

: National Diploma / Bachelor of Degree in Public Administration / Political Science.

ENQUIRIES

: Michel Konopi Tel No: (012) 347 2522

NOTE

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Office of the Head of the Entity Intern"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 25 March 2024

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

OTHER POSTS

POST 09/27 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A (X2 POSTS)**
Branch: Infrastructure Management: Northern Operations WR Infrastructure Operations & Maintenance

SALARY CENTRE : R831 309 per annum, (all-inclusive OSD salary package)
Hartbeespoort Ref No 250324/01(A) (X1 Post)
Groblersdal Ref No 250324/01(B) (X1 Post)

REQUIREMENTS : A Bachelor of Technology in Engineering (B-Tech) or relevant Engineering qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South African (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of Operations and Maintenance management (O&M), project management, contracts management and procurement processes (SCM). Knowledge of legal compliance and technical report writing. Good communication skills both verbal and written, conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Manage an Area Office with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize. Make recommendations for approval by the relevant authority. Manage

administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster-performance enabling committees such as OHS Committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to risk and disaster management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the area office footprint, cluster office footprint and nationally for Chief Directorate's business calls. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise.

- ENQUIRIES** : Mr TG Monaisa Tel No: (012) 200 9000 (Hartbeespoort)
- APPLICATIONS** : Hartbeespoort / Groblersdal: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.
- FOR ATTENTION** : HR Section
- POST 09/28** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 250324/02**
Branch: Infrastructure Management: Northern Operations Environment Engineering
- SALARY** : R310 767 – R531 117 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE** : Hartbeespoort
- REQUIREMENTS** : A National Diploma in Environmental Management or Natural Sciences. (2) two years working experience, including internship or experiential learning will be an added advantage. The disclosure of a valid unexpired driver's license. Sound knowledge of the National Water Act (No.36 of 1998) and the National Environmental Management Act (No.107 of 1998). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water and environmental sector: relevant legislation together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Ensure the sound environmental management of water resources within the Mpumalanga, Limpopo and North West. Assist with the development and implementation of Resource Management Plans and Business Plans for all state dams in Mpumalanga, Limpopo and North West. Manage the access and use of state dams as per the relevant policies and legislation. Provide input to EIAs, where relevant. Provide input to and develop EMPs where required. Ensure that the Water Quality of Government Water Works is maintained. Ensure that activities which take place at Government Water Works are compliant with the relevant legislation and policies. Compile monthly reports.
- ENQUIRIES** : Ms T Sephoti Tel No: (012) 200 9011
- APPLICATIONS** : Hartbeespoort: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.
- FOR ATTENTION** : HR Section

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

APPLICATIONS
CLOSING DATE
NOTE

- : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- : 25 March 2024
- : Requirement of applications: no late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment (s) to the advertised post(s).

MANAGEMENT ECHELON

POST 09/29

- : **CHIEF DIRECTOR: SUSTAINABLE PLANNING REF NO: REFS/019878**

SALARY
CENTRE
REQUIREMENTS

- : R1 371 558 per annum, (all - inclusive package)
- : Johannesburg
- : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning. A minimum of 5 years' experience at Middle/Senior management level within Infrastructure Delivery Planning and Regional Planning environment. Registration with SACPLAN will be an added advantage. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES

- : Provide strategy on the identification, initiation and conducting of research that informs the planning and implementation of Human Settlements programmes in the province. Oversee the management of planning and design processes of sustainable human settlements. Ensure the provision of Geographical Information System (GIS) support to all projects and programmes in the departments. Provide strategic guidance in managing and optimising the department community empowerment, public participation, service delivery and community outreach programmes Management of the business unit.

ENQUIRIES

- : Ms A Mogaswa at 072 313 8052

POST 09/30 : **CHIEF DIRECTOR BENEFICIARY MANAGEMENT REF NO: REFS/019874**

SALARY : R1 371 558 per annum, (all - inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration Management. A minimum of 5 years' relevant experience at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES : Provide strategic direction on development, implementation and maintenance of appropriate systems and policies to ensure effective and efficient management of resources. Provide statistical analyses and alignment of the provincial housing needs in terms of the human settlements' programmes. Oversee and ensure planning for beneficiary management in line with Integrated Development Planning to inform the infrastructure planning. Oversee the management of customer care support. Management of the business unit.

ENQUIRIES : Ms A Mogaswa at 072 313 8052

POST 09/31 : **CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: REFS/019881**

SALARY : R1 371 558 per annum, (all - inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Public Management /Business Management or any relevant qualification at NQF level 7 in Management. A further qualification in Strategic Management or Monitoring and Evaluation. A minimum of 5 years relevant experience at Middle/Senior managerial level, with a minimum of 15 years' experience in Strategic Planning, Monitoring and Evaluation environment. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Good Knowledge and Understanding of the Revised Framework for Strategic and Annual Performance Plans, FMPPI, MTEF, MTSF and PI Frameworks and other relevant prescripts, proven ability to produce quality assured work and manage deadlines. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES : The incumbent will be expected to perform the following duties: Strategically manage the implementation of monitoring and evaluation programme of the departments service delivery performance on a monthly, quarterly, annually and long-term basis. Manage the verification process of reported performance information. Strategically facilitate, manage the processes of compilation of the Department's 5-year strategic plans, annual performance plans and operational plans as well as its monthly, quarterly and annual performance reports (excludes development planning). Monitor and evaluate the implementation of departmental mandatory approved plans (APP & Business Plans validation, quarterly and monthly reporting, submission and management of portfolio of evidence including operational plans and

stakeholder updates. Coordinate and ensure development of the departmental Annual report and or the Mid-Term Review report and the 5 Year Review Reports. Ensure the development, management, coordination and maintenance of M&E Frameworks, plans, systems programme analysis and undertake impact studies based on departmental programmes. Facilitate, manage and coordinate the development of organisational 5-year strategic plans including relevant strategic plan reviews (subject to policy shift) as per Treasury/PFMA requirements which includes the coordination of spatial planning. Monitor and evaluate the implementation of Departmental mandatory approved plans (APP & Business Plans) and manage stakeholder updates (legislature, audit committee etc.). Coordinate and develop the Departmental Annual Report. Management of the business units reporting to the chief directorate. Ensure the development of the evaluation of the Human Settlements Conditional Grant Report (which excludes the infrastructure end of the year report). Generate, customise and communicate reports/findings to relevant stakeholders and coordinate the implementation of recommendations from various non-financial M&E reports, effectively conduct project-level monitoring/verification of selected projects, Monitoring and Analysis of Departmental Programme Performance and sector priorities, Management of the Business unit. Provide advice to the Department on the alignment of strategic, organizational, and operational plans to the mandate of the Department. Oversee the facilitation of strategic, organizational wide and operational planning and reporting processes of the Department. Oversee and facilitate the alignment between plans, budgets in conjunction with finance, and manage staff performance agreements. Develop and implement planning and monitoring policies and procedures.

ENQUIRIES

: Ms A Mogaswa at 072 313 8052

POST 09/32

: **CHIEF DIRECTOR: SECTOR TRANSFORMATION AND TOWNSHIP ECONOMIC REVITALISATION (TER) REF NO: REFS/019884**

SALARY CENTRE REQUIREMENTS

: R1 371 558 per annum, (all - inclusive package)
 : Johannesburg
 : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Business Management. A minimum of 5 years relevant experience at Middle/Senior managerial level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Good Knowledge and Understanding of the Broad Based Black Economic Empowerment Framework; Department of Labour Frameworks; Gender Transformation; Frameworks on Vulnerable groups and other relevant prescripts. Proven ability to produce quality assured work and manage deadlines. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES

: Ensure institutionalisation and ensure compliance of the Expanded Public Works Programme and Sector transformations Programmes governance frameworks. Provide strategic support services with respect to implementation of Expanded Public Works programme. Oversee the implementation and ensure promotion of economic empowerment and job creation programmes within Gauteng communities. Oversee the management and monitor the implementation of sector transformation programmes. Management of the business units.

ENQUIRIES

: Ms A Mogaswa at 072 313 8052

POST 09/33

: **DIRECTOR: RAPID LAND RELEASE REF NO: REFS/019917**

SALARY CENTRE

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

<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning and/ or Built Environment. A minimum of 5 years relevant experience as a Town and Regional Planner at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. A Pre-Entry SMS Certificate is a prerequisite. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Manage the development and monitor compliance of the Rapid Land Release policies, processes and procedures. Manage the development/review of the rapid land release strategy. Oversee the implementation of the rapid land release programme. Manage the establishment and maintain stakeholder Relations. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/34</u>	:	<u>DIRECTOR: INFORMAL SETTLEMENT UPGRADING REF NO: REFS/019919</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package)
	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning and/ or Built Environment. A minimum of 5 years relevant experience in Infrastructure Project Management at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. A Pre-Entry SMS Certificate is a prerequisite. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Manage the development and monitor compliance of the Informal settlement upgrading policies, processes and procedures. Manage the development/review of the Informal settlement upgrading strategy. Oversee the implementation of the Informal settlement upgrading programme. Manage the establishment and maintain stakeholder Relations. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/35</u>	:	<u>DIRECTOR: DEVELOPMENT PLANNING REF NO: REFS/019920</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package)
	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning and/ or Built Environment. A minimum of 5 years relevant experience in Infrastructure Project Management at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. A Pre-Entry SMS Certificate is a prerequisite. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and

		Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Lead and manage the application of town and regional planning principles in land development. Manage the provision of Geographical Information System (GIS) and conduct environmental impact assessment. Manage and facilitate rapid land release programme. Administer and coordinate wide provincial informal settlements upgrade strategy. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/36</u>	:	<u>DIRECTOR GENERAL SUPPORT: LEGAL ADVISORY AND LITIGATION SERVICES REF NO: REFS/019927</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package) Johannesburg Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Paralegal or any relevant qualification. A minimum of 5 years' relevant experience in the legal environment at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of legal proceedings and procedures; contract drafting and review skills; knowledge of due-diligence process; sound knowledge of Housing related Legislation; Prevention of illegal Eviction from an Unlawful Occupation Act 19 of 1998; Public Service Act of 1994 and Regulations of 2001; and laws and regulations pertaining to financial accounting, internal controls, and corporate governance. Knowledge of performance improvement strategies and strategies for acquiring or developing competencies to meet strategic goals. Competencies and Skills: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Planning, organising and execution, Negotiation skills; Ability to manage conflict, Language proficiency, Knowledge management, Honesty and Integrity. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Manage, provide support and co-ordinate litigation by and against the department. Manage the development and implementation of the litigation strategy. Oversee the undertaking of research to gather adequate information to complete briefs for counsel. Collate information and research legal instruments to produce effective efficient legal support (written legal advice or opinions). Scrutinise draft legal documents / pleadings / opinions. Manage consultation and preparation of court documents. Monitor the implementation of Legal Advisory and Litigation Services policies in the Department. Report on legal matters handled by the unit on a monthly, quarterly, and annual basis. Consult and liaise with internal and external stakeholders by attending, advising, and coordinating internal meetings in order to obtain instruction to forward to the State Attorney for court cases, or with oral legal advice, where applicable. Provide legal education and awareness. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/37</u>	:	<u>DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME AND TOWNSHIP ECONOMIC REVITALISATION (EPWP & TER) REF NO: REFS/019873</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package) Johannesburg A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in humanities/Social Sciences and or Public Management. A minimum of 5 years' relevant experience in EPWP, Township Economic Revitalisation and Entrepreneurial Development Programmes at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of the EPWP National Priorities; Knowledge of Employment Equity Act; Knowledge of National Youth Service (NYS); Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; Knowledge of Project management; Knowledge of Skill Development Act. Competencies & Skills: Strategic

- capability and leadership. Risk Management. Service Delivery innovation. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.
- DUTIES** : Ensure management and compliance of the Entrepreneurial Development, TER and EPWP and National Job Creation policies, processes, and procedures. Oversee the management and compliance of Small Medium and Micro Enterprise Programme. Manage the development and implementation of intervention strategies, programs, and practices to meet National and Provincial targets. Manage the Incentive Grant budget & expenditure and ensure that all quarterly and annual reports are submitted in line with EPWP Policy requirements. Management of the business unit.
- ENQUIRIES** : Ms. Miyelani Tshabalala at 063 691 4046
- POST 09/38** : **DIRECTOR: GRANT MUNICIPALITY AND PUBLIC ENTITIES AGENCY**
PERFORMANCE REF NO: REFS/019877
- SALARY** : R1 162 200 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting, Auditing, Financial Management and Business Management and and/or equivalent qualifications in the Financial Environment. A minimum of 5 years' relevant experience in Financial Management at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of Division of Revenue Act; Knowledge of Public Finance Management Act; Housing Subsidy System (HSS); Knowledge of BAS & SAP. National Housing Code. Competencies & Skills: Budgeting Skills; Financial Management. Strategic Capacity and Leadership. Programme and Project Management. Change Management. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
- DUTIES** : Oversee and monitor the management of the Gazetting of Tranche Payments and Transfers to Municipalities and Public Entities. Manage, implement, and monitor the Human Settlements Subsidy System (HSS) and ensure credible financial and non-financial data. Oversee and monitor the processing of the various Human Settlement Grant Programme claims in line with the relevant legislative prescripts. Ensure management and effective provision of a One-Point-of-Entry, commitment of claims and reconciliation thereof. Management of business unit.
- ENQUIRIES** : Ms. Miyelani Tshabalala at 063 691 4046
- POST 09/39** : **DIRECTOR: ANTI-FRAUD AND CORRUPTION UNIT REF NO:**
REFS/019875
(Five (5) Years Fixed Term Contract)
- SALARY** : R1 162 200 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Risk Management/ Forensic Investigation/ Internal Auditing/ Forensic Auditing/ Business Continuity Management/ Ethics Management and or any related relevant qualification. A minimum of 5 years' relevant experience in Anti-Fraud & Corruption unit at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of Risk Management Policies and Frameworks, Knowledge of Standards for the Professional Practice of Internal Auditing (SPPIA). Relevant legislations relating to Risk Management, Fraud and Anti-Corruption. Knowledge of the Treasury Regulations and Planning Frameworks. Knowledge of the Public Service Regulations. Competencies And Skills: Presentation and facilitation skills. Good organisation skills, results/quality management, time management skills, good verbal and written communication skills, analytical skills and problem-solving skills. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
- DUTIES** : Manage risk management services. Set-up policy and strategy for risk management. Ensure that risk management and appetite are considered at

strategic and operational levels during risk assessments. Co-ordinate the various functional activities which advise on risk management issues within the organisation. Prepare reports on risk for the Risk Management Committee, Audit Committee and the stakeholder. Manage the internal and external audit process. Manage the development, implementation and monitoring of Business Continuity plan. Manage the development of the Business Continuity Policy and strategy and ensure implementation. Conduct Business Impact Analysis on organisational objectives, functions, constraints and the operating environment. Design business continuity solutions based on the results from the BIA processes Conduct drills. Manage anti-corruption and integrity management services. Manage the development of the Ethics and Anti-corruption Strategy and revise ethics-related policies to align with the Code of Conduct. Oversee periodic internal monitoring and auditing to ensure compliance and adhere to Ethics policies and procedures. Promote an ethical culture and ensure that the organisation is compliant with applicable laws and regulations. Ensure provision of the advisory opinions in response to ethics matters regarding the implementation and applications of the ethics policies. Consolidate, review and submit monthly and quarterly reports to relevant stakeholders internally and externally including: PACCC, DPSA, PSC and office of the Premier. Management of the business unit. Management of performance and development. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Quality control of work delivered by employees.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

POST 09/40 : **DIRECTOR: NEEDS RESEARCH AND DEVELOPMENT POLICY REF NO: REFS/019930**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum, (all - inclusive package)
 : Johannesburg
 : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Management and or any equivalent qualification. A minimum of 5 years' relevant experience in Research Development and Analysis at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of Construction Industry Development Board Act of 2000 and Regulations. Knowledge of Council for Built Environment Act of 2000. Knowledge of PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. National Building Standards Act of 1977 and Regulations. National Environmental Management Act of 2008 and Amendments. Competencies and Skills: People Management and Empowerment. Financial Management. Change Management. Programme and Project Management. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.

DUTIES : Manage the development, maintenance and implementation of protocols and guidelines for external and internal research development. Determine the research scope. Oversee and coordinate the review of provincial human settlements sector policies and legislation through baseline research. Undertake research to examine the effectiveness in implementation of inter-departmental and sector policies. Undertake research to examine the effectiveness in implementation of human settlements related legislation in Gauteng. Develop research proposals for research work to be undertaken internally. Ensure and monitor publication of completed research work undertaken by the department. Conceptualise research publication areas. Oversee and manage the development and review provincial human settlements inter-departmental and sector policies and legislation. Developing inter-departmental and sector policies in the province related to human settlements. Oversee and manage the implementation of housing policy, strategy and guidelines, housing norms and standards. Develop strategies and implementation plans and/or guidelines for new provincial programmes. Management of the business unit. Maintenance of discipline. Develop and manage the operational plan of the unit and report on progress as required.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

POST 09/41 : **DIRECTOR: ASSETS DISPOSAL AND REGULARIZATION (ASSETS DISPOSAL MANAGEMENT) REF NO: REFS/019931**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum, (all - inclusive package)
: Johannesburg
: A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Built Environment. A relevant qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. A minimum of 5 years' relevant experience at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. A candidate should have a strong managerial background in the field of general management and administration. Candidate should have knowledge of PFMA and other relevant Public Services Legislations. ability to interact with the Executive Council, relevant Provincial Departments, Municipalities, communities, and other stakeholders. Competencies And Skills: Knowledge of strategy formulation. Adaptability, initiative, and creative thinking. Excellent verbal and written communication and facilitation skills. Ability to lead people in strategic change, teamwork, cooperation and relationship management. Good presentation skills and. Ability to work outside the normal working hours when required. as well as strong communication skills. Proven analytical capacity. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.

DUTIES : The main purpose is to manage and administer disposal and transfer of provincial and municipal stock to eligible beneficiaries in line with the regulatory framework. Manage, monitor and evaluate specific programmes and projects. Facilitate transfer of ownership rights to qualifying occupants of the municipal and provincial housing stock. Facilitate housing dispute resolutions. Rectification of incorrect title deeds. Facilitate regularization and registration of post 1994 properties where necessary.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

POST 09/42 : **DIRECTOR STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: REFS/019933**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum, (all - inclusive package)
: Johannesburg
: A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration Management, Communications, or an equivalent qualification. A minimum of 5 years' relevant experience in Stakeholder Management/ Communication field and an overall understanding of the Human Settlements policies and prescripts at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. Candidate should have knowledge of National Housing Code; Housing Policies; Legislations e.g Housing Act and Rental Housing Act; Intergovernmental Relations Framework Act and Constitution of South Africa. Competencies And Skills: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent oral and written communication skills, Honesty, and integrity. Personal Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful.

DUTIES : Develop and execute the strategies for education of beneficiaries about Departmental programmes, services and life skills related to Human Settlements. Oversee the creation and delivery of consumer education curriculum, framework and guides, best practices and easy to digest training materials for consumer education workshops and virtual training programs. Formulate training plans, determine appropriate training methods and Financial Recourses needed to deliver specific Consumer Education to different target audiences. Oversee & manage the coordination and monitoring of community empowerment programmes in the Human Settlement service centres and stakeholders. Forge formidable partnerships with interested partners with the same vision. Management of the sub-business within

Consumer Education Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.
Ms. Miyelani Tshabalala at 063 691 4046

ENQUIRIES

OTHER POSTS

POST 09/43 : **DEPUTY DIRECTOR: ENTREPRENEURIAL DEVELOPMENT REF NO: REFS/019886**

SALARY : R811 560 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma /Bachelor's Degree in humanities\social sciences and/or Public Administration/ Business Management at NQF level 7. Five (5) years' relevant experience at Assistant Director Level. Possession of a valid Driver's license. Competencies: Planning and organising financial management Conflict management Compilation of management reports Problem solving Change management People management and empowerment Service delivery innovation.

DUTIES : Manage and monitor compliance of the Entrepreneurial Development policies, processes and procedures. Manage and monitor implementation and compliance of Small Medium and Micro Enterprise Programme. Manage the facilitation of the skills development training in line with the EPWP regulations and frameworks. Develop and facilitate signing of MOA with relevant entities to support the unskilled/Semi-skilled labourers. Analyse the approved HSDG business plan on the approved Housing projects for training development. Develop the training implementation plan and circulate with relevant entities (i.e. NHBRC, SETA). Collaborate with the Project managers, Established Contractors and Social facilitator to identify unskilled/Semi-skilled labourers to be trained. Manage logistics of the training of identified unskilled/Semi-skilled labourers. Manage and conduct impact assessment and evaluation on training provided to the unskilled/Semi-skilled labourers. Manage and monitor the Implementation of National Youth Service (NYS) Programme in line with the EPWP requirements. Management of the Sub-business unit.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/44 : **DEPUTY DIRECTOR: UPGRADING INFORMAL SETTLEMENTS PROGRAMME REF NO: REFS/019904**

SALARY : R811 560 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Advanced Diploma/Bachelor's Degree qualification at NQF Level 7 in Town and Regional Planner / Project Management. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's license. Competencies: Strategic Capacity and Leadership People Management. Empowerment Programme. Project Management. Financial Management Change Management. Results/ Quality Management.

DUTIES : Monitor relevant town planning and human settlements legislation and ensure that all projects comply with the regulations. Assist in the development of long and short-term plans for land use, relocation and management of informal settlements. Conduct research and benchmarks on the UISP policies. Develop UISP implementation guidelines, processes, and procedures. Manage the coordination of training and workshops on UISP processes and procedures. Monitor the implementation and ensure compliance of the UISP Norms and Standards. Manage and conduct Environment/situational Analysis in relation with informal Settlements in the province. Coordinate the mapping of the Informal Settlements. Analyze of the spatial data in relation with Informal Settlement. Manage and establish the Informal Settlements database. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved UISP implementation plan. Ensure incorporation of the Informal Settlement plan in the Integrated Development Plan. Administer the Informal Settlements upgrading partnership grant and make recommendations regarding the allocation of funds for UISP upgrading and relocation projects. Monitor and measure impact of UISP. Manage and ensure continuous the reporting of the informal settlement plans for each settlement. Manage the establishment of the UISP forum and Lead in community engagement and participation with regards to the upgrading of the

settlements. Oversee the administration of the UISP forum. Collaborate with municipalities on the implementation of the UISP. Forge and maintain good relations with key stakeholder in implementation of the UISP. Management of the staff.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/45 : **DEPUTY DIRECTOR: RAPID LAND RELEASE PROGRAMME REF NO: REFS/019905**

SALARY : R811 560 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Advanced Diploma/Bachelor's Degree qualification (NQF Level 7) in Public Administration/Management / Project Management or relevant and equivalent three-year qualification. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's license. Strategic Advisory. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Team leadership. Problem solving. Decision making. Analytical skills. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict.

DUTIES : Conduct research and benchmarks on the Rapid Land Release policies. Manage and ensure analysis of the Rapid Land Release relevant legislation. Develop provincial Rapid Land Release policies aligned to the national strategies. Develop Rapid Land Release implementation guidelines, processes and procedures. Manage the coordination of training and workshops on Rapid Land Release processes and procedures. Monitor the implementation and ensure compliance of the Rapid Land Release Norms and Standards. Develop/review the beneficiary allocation criteria for rapid land release programme Conduct needs analysis of the Rapid land release programme to inform the human settlements planning. Coordinate collation of qualifying beneficiaries from relevant business unit. Participate in the plenary activities involving serviced lands. Manage and establish the rapid land release programme database. Manage the development of the rapid land release programme strategy. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved rapid land release programme implementation plan. Monitor and measure impact of rapid land release programme. Manage and ensure continuous reporting of the Rapid Land Release programme. Updated and maintained rapid land release programme database. Management of the staff.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/46 : **CONSTRUCTION PROJECT MANAGERS GRADE A-C REF NO: REFS/019885 (X3 POSTS)**

SALARY : R795 147 – R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Johannesburg
REQUIREMENTS : Matric plus an NQF level 7/BTech in the Built Environment discipline coupled with 4 years certified construction management experience. Compulsory registration with SACPCMP as a Professional Construction Project Manager. Possession of a valid driver's licence. Knowledge of PFMA, Understanding the principles of IDMS in infrastructure planning and implementation, Construction and Building Management, FIDPM, Implementation of urban renewal projects, including an understanding of integrated human settlements implementation. Knowledge of technical procedures/methods as well as human settlements legislation and policies.

DUTIES : Plan, coordinate and monitor the implementation of various projects implemented under the Urban Renewal Programme within the Alexandra, Bekkersdal, Evaton, Kliptown and Winterveld nodes. Programme and Project Management processes applied including contract management. Ensure inputs to procurement plan. Monitoring of PRT's and Contractors to ensure the delivery of quality urban renewal projects within approved budgets. Manage effective working relationships with internal and external stakeholders, Departments, Municipalities, and Communities to facilitate the development and implementation of plans for urban renewal areas. Budget

control and monitoring. Ensure projects are budgeted for on business plan and compile budget breakdowns and detailed cash flow projections for each project. Monitor expenditure and processing of claims. Establish and implement effective procedures to monitor and evaluate adherence to legislative provisions for National, Provincial, Local and Departmental policies and other relevant legislations. Personal development and management of own performance and teams assigned in your work areas.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/47 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: REFS/019882**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg

: Matric plus three (3) year National Diploma (NQF6) / Undergraduate bachelor's degree (NQF7) in Social Work or Psychology (Industrial, BA or B. Psych) and a minimum of 3 years' practical experience in the administration and implementation of Employee Wellness programmes. Must be in possession of a valid drivers' licence. Knowledge of DPSA EHWP Strategic Framework. Knowledge of HIV/TB prevention and management strategies. Knowledge and application of Employee Health and Wellness Counselling skills. Customer care; EHWP Policies; Presentation skills; Computer Literacy; Business Writing, Project management; Team leadership; Problem solving, Time Management Skills and Communication skills.

DUTIES : Implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate, implement and promote the physical wellbeing of individual employees. Develop and implement the EHWP marketing and promotion strategy. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate the implementation of health and productivity management programmes. Coordinate and Implement HIV, AIDS and TB workplace interventions. Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) workplace programmes.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/48 : **ASSISTANT DIRECTOR: UPGRADING OF INFORMAL SETTLEMENTS REF NO: REFS/019872 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg

: Matric plus NQF level 6 Diploma/ Advanced Certificate in Project Management or related qualification. An NQF Level 7/BTech degree or bachelor's Town and Regional Planner and/ or Built Environment discipline will be an added advantage. A minimum of 3-5 years' experience in Administration position. Must be in possession of a valid drivers' license. Competencies: Customer care; Presentation skills; Organising and planning; Knowledge Management, Computer Literacy; Business Writing, change management, Programme and Project management; Events Management Skills; Team leadership; Problem solving, strategic advisory, service delivery Innovation and Coordination skill; Knowledge, Client orientation and customer service, and administrative procedures; Time Management Skills and Communication skills.

DUTIES : Implement and monitor compliance of the Upgrading Informal Settlements policies, processes and procedures. Conduct research and benchmarks on the UISP policies. Provide inputs on the development of provincial UISP policies aligned to the national strategies. Conduct analysis of the UISP relevant legislation. Develop/review of the Upgrading Informal Settlements provincial strategy. Conduct Environment/situational Analysis in relation with informal Settlements in the province. Facilitate the mapping of the Informal Settlements. Establish and continuously update and maintain the Informal Settlements database. Facilitate the mapping of the Informal Settlements. Coordinate and monitor the implementation of the Informal settlement upgrading programme. Develop the UISP implementation plan. Coordinate the incorporation of the Informal Settlement plan in the Integrated Development Plan. Coordinate and facilitate workshops with relevant stakeholder on the approved UISP implementation plan. Liaise with Rapid Land Coordinators and Mega Project PMO on allocation of serviced land/ completed units to qualifying beneficiaries

from Informal Settlements. Coordinate and facilitate the establishment and maintain stakeholder Relations. Coordinate the establishment of the UISP forum. Collaborate with municipalities on the implementation of the UISP. Maintain good relations with key stakeholder in implementation of the UISP. Provide the General office support. Maintain up to date records. Track claims and payments of work done.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/49 : **ASSISTANT DIRECTOR: INCOME & EXPENDITURE REF NO: REFS/019879**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a three-year Diploma/ Advanced Certificate in Accounting/ Financial Management, an equivalent NQF Level 6 and 3 to 5 years relevant experience in (PFMA), Treasury Regulations, debt management, Debtor System, SAP and Basic Accounting System (BAS). The Accounting framework for South African public sector entities GRAP (IPSAS) Framework. Extensive knowledge in GRAP standards and application in preparation and accounting for changes in accounting policies, changes in accounting estimates and errors -GRAP 3 (IPSAS 3). Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense and control accounts for public entities. Maintenance and disposals on the Fixed Assets Register (FAR). Knowledge of management, alignment, and reconciliation of accounts, between Debtor System and BAS. Advance Excel will be an added advantage, supervisory skills, good planning, and organizational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

DUTIES : Provide monthly reconciliation between the Debtor System and BAS and clear all exceptions. Provide monthly financial reporting, preparation of interim and annual financial statements. Alignment of the Fixed Assets register with the Debtor System and disposal of properties. Manage month-end and year-end closures, interfacing subsystems and related accounting procedures. Provide cash flow management. Develop, implement, update and maintain GRAP(IPSAS) and financial policies and procedures. Investigate suspense accounts balances, manage the reconciliation of suspense accounts. Address audit queries and attend to requests. Manage staff development and training analysis.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/50 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: REFS/019883**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6 Diploma or Advanced Certificate in safety management or SAQA Accredited Occupational Health Certificate at NQF Level 7 plus a minimum of 3-5 years' experience in a Senior /Administrative post within Facilities/property Management and building OHS Compliance. Must be in possession of a valid drivers' license. Competencies: Customer care; Presentation skills; Organising and planning; Knowledge Management, Computer Literacy; Business Writing, change management, Team leadership; Problem solving, strategic advisory, service delivery Innovation and Coordination skill; Knowledge, Client orientation and customer service, and administrative procedures; Time Management Skills and Communication skills.

DUTIES : Coordinate Occupational Health and Safety and oversee the implementation of the SHERQ programmes within the Department to ensure compliance with legislation. Develop and implement an appropriate SHERQ programmes for the Department. Provide reports on all IOD cases attended to and liaise with the Commissioner for Compensation through the Premier's office to ensure timeous responses from the Commissioner. Investigate occupational accidents, injuries, diseases and Implement Safety, Health, Environment, Risk and Quality (SHERQ) Measures, such as medical testing and treatment in the workplace for service delivery improvement. Provide training to all staff members on OHS issues and develop manuals and procedures. Coordinate Departmental health and safety representatives and the committee. Liaise with Department of Labour and other relevant stakeholders.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/51 : **CHAIRPERSON RISK MANAGEMENT COMMITTEE REF NO: REFS/019880**

SALARY : R8 892.00 per sitting, (includes preparation and the meeting)

CENTRE : Johannesburg

REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Risk Management, Auditing and Financial Management. CA/MBA/Certified Risk Management Professional. A minimum of 10 years relevant experience in Risk Management environment. A candidate should have knowledge and good understanding of the Risk Management strategy and architecture, policy and procedures, risk culture and appetite, Risk performance and reporting and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework. Competencies and Skills: Integrity, independence, dedication, understanding of public sector business and controls. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.

DUTIES : The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees (audit Committee). Implementation of risk maturity model. Ensure Combine assurance – Internal Audit, Risk Management and other assurance providers. Risk Management principles and practice, organizational environment, external business environment.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

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

OTHER POSTS

<u>POST 09/52</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3: SURGERY DEPARTMENT REF NO: MED 11/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095 per annum Grade 2: R1 386 069 – R1 469 883 per annum Grade 3: R1 605 330 – R2 001 927 per annum Other benefits: 13th Cheque, 18% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital Senior Certificate, Appropriate qualification in Health Science (MChB degree or equivalent), Registration with HPCSA as specialist in surgery, Appropriate academic qualification registerable with as a Specialist Surgeon, Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Surgery Department. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Surgery Department. 5 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Surgery Department. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Surgery Department. 10 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Surgery Department. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management. Ability to supervise and teach junior staff. Good communication, interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Information management and quality assurance. Knowledge of current Health and Public Servants legislation, regulation and policy. Leadership and decision making abilities as well as problem solving and conflict management.
<u>DUTIES</u>	:	Participate in the delivery of a 24 hour in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Harry Gwala Regional Hospital or Grey's Hospital. Undertake teaching of undergraduate medical students, postgraduate General Surgery trainees and allied health care personnel. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: Overseeing and supervising General surgery staff in the execution of their duties, Training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, Recruiting and selecting staff in accordance with government prescripts, Assessing performance of general surgery staff. Allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Provide General surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the General Surgery Department; Participate in departmental research activities, Accept responsibility for continuous professional development to keep up to

		date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
<u>ENQUIRIES</u>	:	Dr. P. Ranjan Tel No: (033) 395 4165
<u>APPLICATIONS</u>	:	All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
<u>FOR ATTENTION</u>	:	Mr. T.C. Manyoni
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	28 March 2024
<u>POST 09/53</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3: PAEDIATRIC DEPARTMENT (PMB METROPOLITAN HOSPITALS COMPLEX) REF NO: MED 12/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095 per annum Grade 2: R1 386 069 – R1 469 883 per annum Grade 3: R1 605 330 – R2 001 927 per annum Other benefits: 13th Cheque, 18% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Harry Gwala Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, MBCHB or equivalent qualification Plus C Paeds (SA) OR equivalent, registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics or as a registrar in Paediatrics. Recommendation: Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage. Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Paediatric Department. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Paediatric Department. 5 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Paediatric Department. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Surgery Department. 10 years' experience after registration with the Health Professions Council of South

Africa (HPCSA) as Medical Specialist in the Surgery Department. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Outstanding clinical skills in field of Paediatrics preferably obtained in public service/environment. Ability and practical experience to provide training for under and post graduates. Develop and review clinical protocols and guidelines for Paediatrics Quality Management (improvement, assurance, audits, etc). Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills. General management skills: human resources, finance, operations, strategy, marketing. Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics. N.B: Medical Practitioners must have successfully completed their certificate of Paediatric exams (FCPaed Part 2 exams). Medical Practitioners completing their MMed's who have submitted their research for publication or dissertation for marking are encouraged to apply (Kindly note that you will only be eligible if you have full registration within the next few months and have your MMED completed by the interview sitting). Additional jobs may be available within the next six months and we will utilize this interview process to offer additional jobs in Paediatrics at Harry Gwala Regional Hospital once the post is available and ratified.

DUTIES

: Will cover clinical skills, performance, training, research and supervision & support. Provision of Specialist Paediatric services. Participate in the Departmental outreach program to the catchment area. Clinical and administrative responsibility to Harry Gwala Regional Hospital. Intern, Community Service Doctor's, Medical Officer and Registrar Supervision and evaluation (EPMDS for junior staff). Post graduate Paediatric development and strengthening. Training programme for under – and post graduates, lecturer, bed side teaching, etc. Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Responsible for some QIP and QAP's and committee's at Harry Gwala Regional Hospital and will be responsible for a Metropolitan portfolio as well. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meeting occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services. Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. Health Information and Research: ME disease profile, setting up of database for clinical conditions, sundries and consumables, conduct relevant research. Involved in Paediatric resuscitation courses and all initiatives in the care on neonates and children. Part of the Pietermaritzburg Metropolitan Department and all activities relating to the Department including academic and training programs. To perform overtime duties in line with the Paediatric Metropolitan Departmental needs. Assist with the maintenance of standards of care and implementation of quality of quality improvement programmes within the Department. Assist with the administration of a component of the Paediatric Department. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health.

ENQUIRIES
APPLICATIONS

: Dr. Y. Naidoo Tel No: (033) 395 4176
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION
NOTE

: Mr. T.C. Manyoni
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with

the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 28 March 2024
- POST 09/54** : **MEDICAL SPECIALIST: PAEDIATRICS/NEONATOLOGY REF NO: GJGM08/2024 (X1 POST)**
Component: Medical
- 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
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist in Paediatrics. One (1) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the health. Professionals Council of South Africa as a Specialist in Paediatrics plus Five (5) post registration experience as a Medical Specialist in Emergency Medicine or Six (6) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Paediatrics OR Ten (10) years post registration experience as a Medical Specialist in Paediatrics. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendation: Sub specialist registration with the HPCSA as neonatologist will be preferred. The incumbent should have comprehensive knowledge of Paediatrics. Knowledge, Skills and Competencies: Sound Clinical knowledge and experience of procedures and protocols in Paediatrics. Knowledge of current health and public service legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective) in the Paediatrics specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient and seamless service delivery process within the institution and referring facilities. Plan and provide continuous medical education to a

multidisciplinary team member and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with the hospital plans and priorities. Provide specialist services and support the clinical Head of Unit. Ensure compliance of National Core Standards / Ideal Hospital. Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in outreach programmes. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for post graduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Competence in the clinical evaluation of patients, interpretation of special investigations within the discipline. Render an efficient and cost-effective health services to patients managed by the institution. Ensure clinical governance within the Department of Paediatrics / Neonatology. Deliver an effective and efficient administration in the Department of Paediatrics / Neonatology. Assist the Head of Clinical Unit (HCU) in the development of management protocols, policies for the department – discipline. Assist with quality improvement imperatives including clinical audits (morbidity & mortality reporting and reviewing, clinical documentation audits etc) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes for the Department of Health. After hours participation in call rosters.

**ENQUIRIES
APPLICATIONS**

: Dr J van Lobenstein (HCU: Paediatrics) Tel No: (032) 437 7317
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE

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

CLOSING DATE

: 28 March 2024

<u>POST 09/55</u>	:	<u>MEDICAL SPECIALIST: ORTHOPAEDICS REF NO: GJGM 01/2024 (X1 POST)</u> Component: Medical
<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 All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current Registration with the Health Professionals Council of South Africa as a Specialist in Orthopaedics. One (1) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Candidates in process of HPCSA registration as a Specialist in Orthopaedics are welcome to apply. Grade 2: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist in Orthopaedics plus Five (5) post registration experience as a Medical Specialist in Orthopaedics or Six (6) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Orthopaedics OR Ten (10) years post registration experience as a Medical Specialist in Orthopaedics. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies: Sound Clinical knowledge and experience of procedures and protocols in Orthopaedics. Good verbal and written, communication and interpersonal skills. Cross cultural awareness. Sound teaching & supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team. Sound Knowledge and clinical skills in the holistic management of Orthopaedic trauma and pathologies. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.
<u>DUTIES</u>	:	Provide specialist Orthopaedic care to all patients serviced by the department of orthopaedics. Maintain satisfactory clinical, professional and ethical standards. To support the HOD in providing effective running of the wards, outpatient department and Operating Theatres. After-hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Departmental Administration and facilitate quality improvement imperatives. Implement clinical guidelines, protocols and clinical audits. Promote community-orientated services. Undertake relevant research. Develop Orthopaedic services for the Ilembe District. Mentor and coach junior staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Y. Pillay (HCU: Orthopaedics) Tel No: (032) 437 6000 Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form(Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA,

verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 28 March 2024
- POST 09/56** : **MEDICAL SPECIALIST: OBSTETRICS & GYNAE REF NO: GJGM09/2024 (X1 POST)**
Component: Medical
- 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
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist in Obstetrics & Gynae. One (1) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist in Obstetrics & Gynae plus Five (5) post registration experience as a Medical Specialist in Emergency Medicine or Six (6) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Obstetrics & Gynae or Ten (10) years post registration experience as a Medical Specialist in Obstetrics & Gynae. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendation: Full registration with HPCSA included and completed Mmed. The incumbent should have comprehensive knowledge of Obstetrics & Gynae. Knowledge, Skills and Competencies: Sound Clinical knowledge and experience of procedures and protocols in Obstetrics & Gynae. Knowledge of current health and public service legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective) in the Obstetrics & Gynae speciality. Provide a full package of services including after hour services. Develop, maintain and audit

the correct implementation of clinical protocols and guidelines, implement and maintain an efficient and seamless service delivery process within the institution and referring facilities. Plan and provide continuous medical education to a multidisciplinary team member and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with the hospital plans and priorities. Provide specialist services and support the clinical Head of Unit. Ensure compliance of National Core Standards / Ideal Hospital. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in outreach programmes. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for post graduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Competence in the clinical evaluation of patients, interpretation of special investigations within the discipline. Render an efficient and cost-effective health services to patients managed by the institution. Ensure clinical governance within the Department of Obstetrics & Gynae. Deliver an effective and efficient administration in the Department of Obstetrics & Gynae. Assist the Head of Clinical Unit (HCU) in the development of management protocols, policies for the department – discipline. Assist with quality improvement imperatives including clinical audits (morbidity & mortality reporting and reviewing, clinical documentation audits etc) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes for the Department of Health. After hours participation in call rosters.

ENQUIRIES : Dr H Hariparsad (HCU: Obstetrics & Gynae) Tel No: (032) 437 7321 – email: drh_78@icloud.com

APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

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

- Service) will be requested from shortlisted candidates for submission on or before the interview date.
- CLOSING DATE** : 28 March 2024
- POST 09/57** : **PHARMACIST GRADE 1, 2 & 3 REF NO: GJGM 02/2024 (X1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R768 489 per annum
Grade 2: R830 751 per annum
Grade 3: R906 540 per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
National Diploma/Degree in Pharmacy plus Current registration as a Pharmacist with the SAPC (2024) plus Valid Code EB Drivers licence (Code 8), plus Certificate of compliance to SAPC-CPD. **Grade 1:** National Diploma/Degree in Pharmacy. Current registration as a Pharmacist with SAPC. **Grade 2:** National Diploma/Degree in Pharmacy. Current registration as a Pharmacist with SAPC, Plus At least five (5) years post registration experience as a pharmacist. **Grade 3:** National Diploma/Degree in Pharmacy. Current registration as a Pharmacist with the SAPC. At least thirteen (13) years post registration experience as a pharmacist. Knowledge, Skills and Competencies: Sound understanding of relevant Legislations, Acts, Policies, Procedures and Delegations pertaining to Pharmacy including Essential Drug Lists (EDL) and Standard Treatment Guidelines (STG's) and District Health System. Knowledge of the principles of drug therapy and the functions and operations of a Drugs and Therapeutics Committee. Commitment to Service Excellence, together with Innovative and Analytical thinking based on sound ethical principles. Ability to manage conflict and apply discipline. Ability to manage and co-ordinate productivity and be part of an interactive team. Ability to communicate effectively with all levels of staff and the public.
- DUTIES** : Deputise for the Assistant Manager of Pharmaceutical Services and assist with the various management functions. Provide necessary orientation, training, skilling, assessing, disciplining and monitoring of all staff. Manage the control and distribution of medicines (including ARV's) to clinics, wards, inpatients and outpatients in the entire subdistricts of KwaDukuza. Manufacture, Compound, Prepack and prelabel pharmaceutical products. Maintain accurate and appropriate patient records in line with legal requirements. Engage in effective communication with other departments and personnel in order to ensure high quality services are rendered. Perform standby duties over weekends, after hours and public holidays with own transport arrangements. Be willing to work long hours if the need arises. Be involved in the maintenance of Minimum Standards of Service through sustained Quality Improvement Programmes. Supervise and provide training to Pharmacists, Pharmacist Interns and Pharmacy Assistants. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and healthcare. Exercise control over expenditure by ensuring non-wastage of pharmaceutical and other resources.
- ENQUIRIES APPLICATIONS** : Mrs BT Biyela (Pharmacy Manager) Tel No: (032) 437 6090
Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA.

It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 28 March 2024
- POST 09/58** : **HEAD OF DEPARTMENT: EMERGENCY NURSING SCIENCE REF NO: HGNC 13/2024 (X1 POST)**
- SALARY** : R645 720 – R745 425 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Nursing Campus
 : Senior Certificate/Grade 12 Plus A Diploma / Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Post basic qualification in Nursing Education and Nursing Administration registered with the SANC Post basic qualification registration in Emergency Nursing. An unendorsed drivers license (Code EB). Recommendations: Master's Degree, Basic Computer Literacy. Experience: A minimum of nine years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General Nursing, At least four years of the referred period must be appropriate/recognizable experience in Nursing Education after obtaining the one year post basic qualification in Nursing Education. In-depth knowledge of Emergency Nursing Science. Possess knowledge of the relevant legislations, Acts, Prescripts and Policy Frameworks within the area of operation. Have excellent communication skills (written and verbal) and presentation skills. In-depth knowledge of Nursing Education programmes and curriculum development. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making/problem solving skills. Willingness to travel. Good research and analytical skills. Computer literacy.
- DUTIES** : Coordinate provisioning of education and training of student nurses in R171, R1497 and R635. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of students. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff within the Emergency Nursing Science Department. Develop and implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Development and review nursing curricula for all categories of training. Implement the new Nursing programmes in line with SANC and CHE regulations. Participate in all governance structures of the college. Support the mission and promote the image of the college.
- ENQUIRIES APPLICATIONS** : Mrs. R.T. Zondi Tel No: (033) 392 7653
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION NOTE** : Mr. T.C. Manyoni
 : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration

Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 28 March 2024
- POST 09/59** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: MBO 02/2024 (X1 POST)**
- SALARY** : R627 474 – R703 752 per annum. Other benefits: 13th cheque, Homeowners allowance (employee must meet prescribed requirements), Medical aid (optional), Rural allowance 8%.
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital: Ntumeni Clinic
 : National Senior Certificate / Grade 12 / Standard 10. An appropriate National Diploma / Degree in General Nursing with Midwifery.1 (One) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care (PHC). A minimum of nine (09) years appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Current SANC registration (2024 receipt). Registration certificate with SANC AS General Nurse and Midwife. Only shortlisted candidates will be required to submit proof of previous and current working experience endorsed by Supervisor and. certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations. Knowledge of legislative framework and department prescripts. Knowledge of National and Provincial Acts and policies. Basic Financial management skills. Sound management negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patients promoting advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan. Implementation standards, practice, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Facilitate the functionality of the clinic committee and all other committees. Sustain the achieved ideal clinic status. Provide direct and indirect supervision of all clinic staff. Implement Batho Pele principles. Reduce the burden of diseases. Implement PHC re-engineering. Ensure the effective management of complaints. Monitor and evaluate staff performance in terms of employee performance. Assist in the management of mother and child programmes. Ensure pharmaceutical management. Assist in data management. Conduct health education to community. Plan and organize own work to ensure proper nursing care in the clinic. Ensure proper utilization of Human, Material, and Financial resources and keeping up to date records of resources. Ensure proper implementation of National Core Standards, Ideal clinic, Quality and Clinical Audits.

ENQUIRIES : Mr VH Zikhali - (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi. Emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za NB: kindly indicate reference number of the post in subject line of an email.

FOR ATTENTION : Human Resource Manager

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 accompanied by a detailed Curriculum Vitae. Therefore, only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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 : 25 March 2024

POST 09/60 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 01/2024 (X1 POST)**

SALARY : Grade 1: R627 474 – R703 752 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE : Durnacol Clinic

REQUIREMENTS : Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Grade 1: Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills, good verbal and communication skills. Team building and cross-cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes.

<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure continuity of patient care on all levels e.g. workbook, handover and rounds. Ensure effective utilisation of human resources, material, and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports.
<u>ENQUIRIES</u>	:	Mrs GM Masuku Tel No: (034) 621 6217
<u>APPLICATIONS</u>	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mrs DBP Buthelezi
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. 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. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.
<u>CLOSING DATE</u>	:	25 March 2024
<u>POST 09/61</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 02/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R627 474 – R703 752 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.
<u>CENTRE</u>	:	Sukumani Clinic
<u>REQUIREMENTS</u>	:	Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Grade 1: Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right

charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills, good verbal and communication skills. Team building and cross-cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes.

DUTIES : Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure continuity of patient care on all levels e.g. workbook, handover and rounds. Ensure effective utilisation of human resources, material, and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports.

ENQUIRIES : Mrs GM Masuku Tel No: (034) 621 6217
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. 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. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male

CLOSING DATE : 25 March 2024

<u>POST 09/62</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 03/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R627 474 – R703 752 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.
<u>CENTRE REQUIREMENTS</u>	:	Naasfarm Clinic
	:	Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Grade 1: Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills, good verbal and communication skills. Team building and cross cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes.
<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover and rounds. Ensure effective utilisation of human resources, material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs GM Masuku Tel No: (034) 621 6217
	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mrs DBP Buthelezi
	:	Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted

candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. 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. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African male.

- CLOSING DATE** : 25 March 2024
- POST 09/63** : **CLINICAL PROGRAMME CO-ORDINATOR (GRADE 1) TRANSPLANT CO-ORDINATOR REF NO: GS 13/24**
Component: Monitoring and Evaluation
Re-Advertisement
- SALARY** : R497 193 per annum. Plus 13th cheque, Medical aid (optional), Homeowners allowance, etc, (employee must meet the prescribed requirements).
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior Certificate/Grade 12 or equivalent Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows with South African Nursing Council (SANC) as a Professional Nurse. Registration with South African Nursing Council as Professional Nurse. Current registration with SANC. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Recommendations: A valid code 08 driver's license. Computer Literacy (Word processing and spread sheet packages). Plus a minimum of 2 years' experience as a Professional Nurse in Renal or Critical Care Nursing. Knowledge, Skills, Attributes and Abilities: High level of interpersonal relationship skills. High level of initiative and innovation. Good communication skills (written and verbal). Problem solving and decision-making skills. Computer literacy in word processing and spread sheet packages. Knowledge of legislative, current public service and health related legislations and health policies. Knowledge of legislative framework and of the Human Tissue Act. Ability to formulate policies relating to organ donation and referrals. Function objectively in a highly emotional environment of dealing with potential donors. Must be able to make the different members of the teamwork towards the common goal of a successful donor transplant.
- DUTIES** : Identification, assessment and management of a potential cadaver donor. Coordinate and cross-cover with other transplant coordinators in the province. Coordinate and facilitate organ donation in the KZN province. Work and liaise with transplant team at Inkosi Albert Luthuli Hospital complex. Coordinate and facilitate potential donor's workup procedures and process which involves screening of donors for suitability and understanding. Promote and create awareness of organ donation. Co-ordinate activities of the different disciplines during organ procurement. Provide counselling to relatives/family of potential donors. After-hours clinical participation in all transplants related activities in KZN province. Provide education to Trauma, Theatre, Critical Care, Outpatient and clinical staff on potential cadaver identification and referral. Support facility in the development and implementation of institutional policies, Standard Operating Procedures and protocols. Participate in Outreach programme and multidisciplinary meetings. Participate in internal and external assessments and inspections. Conduct regular audits of the transplant processes.
- ENQUIRIES APPLICATIONS** : Ms S Arends Tel No: (033) 897 3326
Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs M. Chandulal
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the

new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed curriculum vitae only. Applicants must fill all sections of Z83. The employment equity target for this post is: African Male; African Female.

- CLOSING DATE** : 25 March 2024
- POST 09/64** : **ULTRASOUND RADIOGRAPHER/SONOGRAPHER REF NO: GJGM 07/2024 (X1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R444 741 per annum
Grade 2: R520 785 per annum
Grade 3: R612 642 per annum
Other Benefits: 13th Cheque, 12% inhospitable allowance, Homeowners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements), 12% Inhospitable Allowance.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: Senior Certificate or equivalent, plus a Three (3) year National Diploma or B. Tech Degree in Diagnostic and Acts. Registration certificates as a Sonographer with HPCSA. Current Registration with HPCSA as a Sonographer (2023-2024).
Grade 1: Experience – Nil for South African Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 2:** Experience – Ten (10) years Appropriate experience after registration with HPCSA as a Radiographer and Eleven (11) years 'experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 3:** Experience – Twenty (20) years. Appropriate experience after registration with HPCSA as a Radiographer and Twenty-One (21) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures: general, obstetrics and gynaecology. Sound knowledge of report writing. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills. Ability to supervise junior and student sonographers.
- DUTIES** : Provide high quality ultrasound services according to the patient's needs. To promote Good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety Standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes.
- ENQUIRIES APPLICATIONS** : Mr MR Leso (Deputy Director: Radiography) Tel No: (032) 437 6132
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA,

verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 28 March 2024
- POST 09/65** : **PROFESSIONAL NURSE SPECIALTY – TRAUMA & EMERGENCY REF NO: GJGM03/2024 (X2 POSTS)**
Component: Nursing Management Service
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other benefits: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed Requirements).
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science or Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency or Critical Care Nursing Science. Current registration receipt with SANC for 2024. A minimum of 4 years appropriate recognizable Experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post-basic qualification with a duration of at least 1 year Accredited with the SANC in Trauma & Emergency Nursing Science or Critical Care Nursing Science **Grade 2:** Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science or Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency or Critical Care Nursing Science. Current registration receipt with SANC for 2024. A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1-year post-basic qualification in the relevant speciality. Recommendation: Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Knowledge, Skills & Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Able to manage clients

during disasters and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

- ENQUIRIES** : Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 437 6111
- APPLICATIONS** : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.
- CLOSING DATE** : 28 March 2024
- POST 09/66** : **PROFESSIONAL NURSE SPECIALTY – ORTHOPAEDIC NURSING REF NO: GJGM 04/2024 (X2 POSTS)**
Component: Nursing Management Services
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other benefits: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic

qualification in Orthopaedic Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Orthopaedic Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills and Competencies: Basic Computer literacy to enhance service delivery. Appropriate understanding of Nursing scope of practice and nursing standard as determined by the Surgical component. Knowledge of health and public service legislation, regulations and policies. Excellent communication skills, human relations and ability to teach in and train staff within a team. Effective communication with patients, supervisors and other health care professionals. Ability to work as a multi-disciplinary team at all levels and work effectively to maintain high standards of service delivery. 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

: Provision of optimal, holistic specialised nursing care provided within the set standards i.e. professional/obligation. Apply nursing process to patient care in the Surgical Unit. Maintain accurate and complete patient records according to legal requirements. Compilation and analysis of statistics, participation auditing and clinical charts and develop QIP's. Participate in the implementation of National norms and standards, guidelines, protocols. Manage resources effectively, efficiently and economically with the allocated resources. Provision of effect support to nursing services. Assist is supervision and development of staff. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations as per Batho Pele principles. Work as part of a multidisciplinary team to ensure good nursing care. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. Ensure that equipment in the unit is adequate and checked that it is in working order. To deliver quality nursing care to Surgical patients in the wards and clinics. To offer patient care by assessing, collecting and interpreting information on surgical clients and prescribing interventions. Monitor and evaluate the care management of all patience and ensure the maintenance of accurate complete patient records. Maintain professional growth/ethical standards of self-development. Promote good working relationships with multidisciplinary team in the provision of quality holistic and individualised patient care. Maintain sterile environment and ensure availability/functionality of surgical equipment.

**ENQUIRIES
APPLICATIONS**

: Matron LV Hadebe (Assistant Nurse Manager) Tel No: (032) 437 6137
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

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

separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 28 March 2024
- POST 09/67** : **PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS REF NO: GJGM 05/2024 (X2 POSTS)**
Component: Nursing Management Services
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Homeowner allowance, employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General nursing that Allow registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills and Competencies: 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 and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing 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 a high level of service delivery. Knowledge of labour relation 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** : Coordination of optimal, holistic specialized nursing care provided within set standards professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of

		the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies.
<u>ENQUIRIES</u>	:	Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 437 6000
<u>APPLICATIONS</u>	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.
<u>CLOSING DATE</u>	:	28 March 2024
<u>POST 09/68</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGY</u> <u>REF NO: GJGM 06/2024 (X7 POSTS)</u> Component: Nursing Management Services
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Homeowner allowance, employee must meet prescribed requirements.
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). A minimum of four (4) years appropriate/ Recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. Recommendation: Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and

other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a Professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistical purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Maintain a constructive working relationship with multidisciplinary team members.

**ENQUIRIES
APPLICATIONS**

: Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6382
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

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

Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 28 March 2024
- POST 09/69** : **CLINICAL NURSE PRACTITIONER (SPECIALTY HAST) GRADE 1 REF NO: MBO 03/2024 (X1 POST)**
Component: Nursing
Section: HAST
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: medical aid (optional), Homeowners allowance (employee must meet prescribed requirements, 8% rural allowance, 13th cheque
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
: **Grade 1:** National senior certificate/Matric/Grade 12. Degree/Diploma in General Nursing Science and Midwifery Plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC receipt as a General Nurse (2024). Only shortlisted candidate will be required to submit proof of previous and current working experience endorsed and stamped by Supervisor must be attached and certificate of service endorsed and stamped by HR Office. Experience: A minimum of 4 years appropriate/ recognizable experience in nursing experience after registration as a Professional Nurse with SANC in General nursing. **Grade 2:** Senior certificate/Matric/Grade 12. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2024). Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which At least 10 years must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care. Recommendation: NIMART. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
- DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
- ENQUIRIES** : Mr NM Mhlongo - (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi, Emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za NB: kindly indicate reference number of the post in subject line of an email.
- FOR ATTENTION NOTE** : Human Resource Manager
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore, only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A)

provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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** : 25 March 2024
- POST 09/70** : **PROFESSIONAL NURSE- SPECIALTY (ORTHOPEADIC) REF NO: MBO 04/2024 (X1 POST)**
Component: Nursing
- SALARY** : R431 265 – R497 193 per annum. Other benefits: Homeowner allowance (prescribed requirements to be met), 13th cheque, rural allowance 8% and Medical aid (optional)
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : National Senior Certificate / Grade 12 / Standard 10. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC receipt as a General Nurse (2024). A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Plus (One) 1 year post qualification in Orthopaedic Nursing Science. Only shortlisted candidates will be required to submit proof of previous and current working experience endorsed by Supervisor and certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Rights charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service, PHC Guidelines and other prescripts. Conflict, change and people management.
- DUTIES** : Assist in implementation and monitoring of objectives of the Orthopaedic (outpatient and inpatient) units. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Orthopaedic Unit. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of Orthopaedic nursing care. Instil discipline, professionalism and work ethics among employees. Ensure compliance to Quality and Infection Prevention and Control (IPC) programs. Assist in maintaining Ideal Hospital Realization and Maintenance (IHRM) and Office of Health Standards Compliance (OHSC) status. Exercise control over discipline, Grievance and Labour Relations issues according to the laid down procedures. Assist with performance review i.e. EPMDS.
- ENQUIRIES** : Mr. NM Mhlongo (AMN Medical and Surgical) Tel No: (035) 476 6242/, Ext, 1011
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X 126, Kwa-Pett, 3820 OR Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi, or E-mail to MbongolwaneHospital.HRJobApplication@kznhealth.gov.za NB: kindly indicate reference number of the post in subject line of an email.
- 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 accompanied by a detailed Curriculum Vitae. Therefore, only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above

instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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** : 25 March 2024
- POST 09/71** : **PROFESSIONAL NURSE SPECIALTY (PEADIATRIC) REF NO: MBO 05/2024 (X2 POSTS)**
Component: Nursing
- SALARY** : R431 265 – R497 193 per annum. Other benefits: Homeowner allowance (prescribed requirements to be met), 13th cheque, rural allowance 8% and Medical aid (optional)
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : National Senior Certificate / Grade 12 / Standard 10. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC receipt as a General Nurse (2024). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus 01 year post qualification in Clinical Nursing Science (Pediatrics). Only shortlisted candidates will be required to submit proof of previous and current working experience endorsed by Supervisor and certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Rights charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service, PHC Guidelines and other prescripts. Conflict, change and people management.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Pediatrics Unit. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of Peadiatric Nursing care. Instil discipline, professionalism and work ethics among employees. Ensure compliance to Quality, Infection Prevention and Control (IPC) programs. Assist in maintaining Ideal Hospital Realization and Maintenance (IHRM) and Office of Health Standards Compliance (OHSC) status. Exercise control over discipline, Grievance and Labour Relations issues according to the laid down procedures. Assist with performance review i.e. EPMDS. Implement Child Health Care Programs/Practices and participate in CHIPP meetings.
- ENQUIRIES** : Mr. NM Mhlongo (AMN Medical and Surgical) Tel No: (035) 476 6242/, Ext, 1011
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X 126, Kwa-Pett, 3820 OR Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi, or E-mail to MbongolwaneHospital.HRJobApplication@kznhealth.gov.za NB: kindly indicate reference number of the post in subject line of an email.
- 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 accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above

instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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** : 25 March 2024
- POST 09/72** : **PROFESSIONAL NURSE: SPECIALTY (MIDWIFERY AND NEONATAL NURSING SCIENCE (GRADE 1 OR 2) REF NO: MGMH01/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 13th cheque, Medical Aid Subsidy (optional) and home owners' allowance (subject to meeting prescribed requirements).
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : **Grade 1:** Senior certificate / Grade 12 or equivalent qualification plus Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as Professional Nurse plus. A post basic nursing qualification (Midwifery and Neonatal Nursing Science) with duration of 1 year. A minimum of four (4) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing Current registration with SANC as a General Nurse. **Grade 2:** Senior certificate / Grade 12 or equivalent qualification plus Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as Professional Nurse plus A post basic nursing qualification (Midwifery and Neonatal Nursing Science) with duration of 1 year. Current registration with SANC as a General Nurse. Persons in possession of foreign qualification must attach an evaluation certificate from the South Africa Qualification Authority (SAQA). A minimum of fourteen (14) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A minimum of ten (10) years' experience after obtaining the post basic qualification. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations. Disciplinary code human resources policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross-cultural awareness.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Effective and efficient management of all resources.
- ENQUIRIES** : Mr. GTD Mthethwa Tel No: (031) 502 1719, ext. 2015
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.
- FOR ATTENTION** : Mr E.S Gwala
- NOTE** : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the webside-www.kznhealth.gov.za. Applicants are

required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH01/2024. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 25 March 2024
- POST 09/73** : **PROFESSIONAL NURSE: SPECIALTY STREAM – (ORTHOPAEDIC NURSING SCIENCE) REF NO: MGMH02/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 13th cheque, Medical Aid Subsidy (optional) and homeowners' allowance (subject to meeting prescribed requirements).
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : **Grade 1:** Senior certificate / Grade 12. Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as a Professional Nurse plus, A post basic nursing qualification (Orthopaedic / trauma nursing science) with a duration of at least 1 year accredited with the SANC in one of the specialities referred to above. Current registration with SANC as a General Nurse and Post basic –orthopaedic / trauma nursing care nursing science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. A post basic nursing qualification (Orthopaedic /trauma nursing science) with a duration of at least 1 year accredited with the SANC in one of the specialities referred to above. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Orthopaedic /Trauma nursing science). Senior certificate / Grade 12 or equivalent qualification plus Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as Professional Nurse plus A post basic nursing qualification (Midwifery and Neonatal Nursing Science) with duration of 1 year. Current registration with SANC as a General Nurse. Persons in possession of foreign qualification must attach an evaluation certificate from the South Africa Qualification Authority (SAQA). A minimum of fourteen (14) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A minimum of ten (10) years' experience after obtaining the post basic qualification. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care and processes and procedures. Basic knowledge of public service regulations. Disciplinary code human resources policies, hospital generic and specific policies. Leadership and supervisory skills. Team building and cross cultural awareness. Good communication and interpersonal skills.
- DUTIES** : Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning / organising and monitoring of the objective of the specialised unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff /housekeeping staff and give guidance. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patient's

rights principles. Provide safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient's records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Finance and material. Implementation and management of infection control and prevention protocols. Maintain clinical, professional and ethical standards. Assist Operational Manager with overall management and necessary support for effective functioning.

- ENQUIRIES** : Mr. GTD Mthethwa Tel No: (031) 502 1719, ext. 2015
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources. Mr E.S Gwala
- FOR ATTENTION** : Mr E.S Gwala
- NOTE** : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH01/2024. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.
- CLOSING DATE** : 25 March 2024
- POST 09/74** : **CLINICAL LECTURER GRADE 1/2 REF NO: HGNC 14/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R683 838 per annum
Other benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE** : Harry Gwala Nursing Campus
- REQUIREMENTS** : Senior Certificate/Grade 12 Plus A Diploma / Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Post basic qualification in Nursing Education and Nursing Administration registered with the SANC Science and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing or **Grade 2:** A minimum of 14 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1 year post-basic qualification in Nursing Education. In-depth knowledge of Emergency Nursing Science. Possess knowledge of the relevant legislations, Acts, Prescripts and Policy Frameworks within the area of operation. Have excellent communication skills (written and verbal) and presentation skills. In-depth knowledge of Nursing Education programmes and curriculum development. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making/problem solving skills. Willingness to travel. Good research and analytical skills. Computer literacy. Recommendations: Postgraduate Diploma, Master's Degree, Basic Computer Literacy.

DUTIES : Provide effective and efficient clinical education and training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the campus and clinical area. Implement assessment strategies to determine student nurses competencies. Implement creative and innovative teaching strategies to stimulate learning. Endure efficient documentation of all aspects of learners' training. Implement quality assurance policies with relevance to Nursing Education. Coordinates the implementation of R635 programme including teaching and learning and assessment of R171 and R425 programmes. Develops and ensure implementation of quality assurance programmes. Exercise control over student nurses. Implement the quality management system for the nursing Education institution. Implement the new nursing programmes in line with the SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the campus. Support the mission and promote the image of the college. Maintain all clinical records and reports of students.

ENQUIRIES : Mrs. R.T. Zondi Tel No: (033) 392 7653

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

FOR ATTENTION : Mr. T.C. Manyoni

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

CLOSING DATE : 28 March 2024

POST 09/75 : **CLINICAL TECHNOLOGIST (GRADE 1-3) (RENAL UNIT/ICU/ANAESTHESIA) REF NO: MAD 04/2023 (X1 POST)**

SALARY : Grade 1: R359 622 - R408 201 per annum
Grade 2: R420 015 - R477 771 per annum
Grade 3: R491 676 - R595 251 per annum
12% In-Hospitable allowance, 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance, (Employee must meet prescribed conditions)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : **Grade 1:** None after registration with HPCSA in respect of RSA qualify employees who performed community service, as required in South Africa. (1) year relevant experience after registration with the health Profession Council of South Africa in the relevant profession (where Applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of ten (10) year relevant experience after registration with HPCSA in the relevant profession

(where applicable) in the respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is perform Community Service as required South Africa. **Grade 3:** Minimum of twenty (20) years relevant experience after registration with HPCSA in Relevant profession (where applicable) in respect of RSA qualifies employees who performed Community of South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies required: -1-2 years relevant working experience. Experience in haemodialysis. Good organization skills. Good communication skills. Good interpersonal skills. Experience in working in a renal unit. Experience with working with ICU and Theatre equipment.

DUTIES : Execute duties and function with proficiency, in support of the vision, mission. Inform patients about nature of procedure and reason for performing the test. Maintain accurate records and statistics of patients attended to. Liaise with doctors and nursing staff with regards patients test results. Ensure that the department is clean, regularly serviced and well maintained. Participate in the teaching programme for all personnel within the department. Perform any other duties as instructed by the head of department. Exercise patient care and expertise when performing procedures. Uphold the principles of Batho-Pele, the patient's rights and responsibilities. Provide training and support in renal unit, critical care and anaesthesiology.

ENQUIRIES APPLICATIONS : Dr. X.F Nene Tel No: (034) 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION NOTE : The Recruitment Officer
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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 : 28 March 2024

POST 09/76 : **PROFESSIONAL NURSE (GENERAL WITH MIDWIFERY) REF NO: MBO 06/2024 (X5 POSTS)**
Component: Nursing
(HAST X1 Post, Medical X1 Post, Theatre X1 Post, Maternity X2 Posts)

SALARY : Grade 1: R293 670 - R337 860 per annum
Grade 2: R358 626 - R409 275 per annum
Grade 3: R431 265 - R497 193 per annum
Other benefits: Homeowner Allowance (prescribed requirements to be met), 13th Cheque, Rural Allowance 8% and Medical Aid (Optional)

CENTRE REQUIREMENTS : Mbongolwane District Hospital
: National Senior Certificate / Grade 12 / Standard 10. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC receipt as a General Nurse (2024). **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognize experience in Nursing after registration as

Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Only shortlisted candidates will be required to submit proof of previous and current working experience endorsed by Supervisor and certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Nursing statutes and relevant legal framework. Good communication skills. Facilitation and coordination skills. Networking and problem solving skills. Information Management. Ability to formulate patient care related policies. Demonstrate understanding of Human Resource and Financial Management policies and procedures.

DUTIES

: Provide comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and organize own work and that of support personnel to ensure proper Nursing Care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele and patients' rights charter). Demonstrate effective communication with patients, supervisors and other clinicians includes report writing when required. Ensure compliance with all National, Provincial and professional prescripts/ legislation in the units. Participate in the analysis and formulation of nursing policies and procedures. Provide a safe therapeutic and hygiene environment. Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious difference. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Implement plan of action in emergency situations according to protocols and guidelines. Conduct audits and implement quality improvement programme. Exercise control over discipline grievances and Labour Relation issue according to the laid down. Assist in preparation of ICRM and OHSC to maintain status and compliance. Ensure data collection, verification and submission according to Data management policies and guidelines.

**ENQUIRIES
APPLICATIONS**

: Mr. NM Mhlongo (AMN Medical and Surgical) Tel No: (035) 476 6242/ Ext 1011
: All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi, or E-mail to MbongolwaneHospital.HRJobApplication@kznhealth.gov.za NB: kindly indicate reference number of the post in subject line of an email.

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 accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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

: 25 March 2024

<u>POST 09/77</u>	:	<u>PROFESSIONAL NURSE REF NO: ELAND 01/ 2024 & DOUG 01/ 2024 (X2 POSTS)</u> Directorate: Dundee Provincial Hospital
<u>SALARY</u>	:	R293 670 – R337 860 per annum. 13th Cheque, Medical Aid (Optional) (Employee must meet prescribed requirements). Rural allowance (12% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Dundee Provincial Hospital Std 10 certificate, Degree/National Diploma in General nursing that allow registration with SANC as Professional Nurse and a Midwife. Registration with SANC (2024). Previous and current work experience / certificate of service endorsed by Human Resource Department. Please note: Only shortlisted candidates will be required to submit proof of documents as requirements. Valid Driver's license EB (Codes8) or C1 (Code10). Knowledge, Skills and Competencies Required: Understanding of nursing legislation related legal ethical nursing practices. Good communicating skills. Knowledge on nursing processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
<u>DUTIES</u>	:	Performance of basic clinic nursing practice in accordance with the scope of practice and standards as determined by relevant health facility. Provide nursing care including integrated primary prevention strategies and management of TB/HIV, COVID-19, NCDs, MCWH and Mental health screening at community and household levels. Utilize equipment proficiently and promote its use and safe keeping. Demonstrate basic understanding of nursing legislation related legal and ethical nursing practice. Ensure accurate management of data and safe keeping of patients' records. Provision of community based oriented primary care services at household and community level. Follow up on immunization to identify missed opportunities and catch-up. Support Operation Sukuma Sakhe activities. Conduct interventions at household level. Screening of TB/HIV and other non-communicable diseases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs I.D Khumalo Tel No: (034) 212 1111, ext. 259 Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.
<u>NOTE</u>	:	Application for the attached advertised posts must be submitted on the most recent Z83 application for employment form obtainable from any Public Service Department or from www.dpsa.gov.za . Applicants are required to submit a detailed Curriculum Vitae and Z83 form only. Only shortlisted candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (identity documents, Driver's License, Certificate of service endorsed by HR as a proof of experience etc.) on or before the day of the interview. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (CLIN 01/2023). Failure to comply with the above instructions will disqualify the applicants. It is the shortlisted applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted and invited for an interview. Failure to comply will result in the shortlisted applicant being disqualified. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s. Due to budgetary constraints, shortlisted candidates will not be entitled to any S&T and Resettlement (relocation) payment. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will be offered. Employment equity target is African Male.
<u>CLOSING DATE</u>	:	28 March 2024

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

OTHER POSTS

POST 09/78 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT SERVICE REF NO: KZNPT 24/32**

SALARY : R811 560 per annum, (all-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 6 National Diploma or higher qualification in Production Management/ operations Management. Organizational and Work study, Management Services plus a certificate in Job Evaluation. A minimum of 3 years' junior management experience specific to organizational efficiency services e.g. Organizational design, Job evaluation, Business process management. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: In depth knowledge of the organizational Design, Job Evaluation, Job Descriptions, Business Management and Organizational Functionality Assessment as well as related prescripts, In depth knowledge of the organizational design, job evaluation, job descriptions and Business Process Management as well as related prescripts. In depth knowledge of Evaluate, Working knowledge of OrgPlus, Visio or WinOrg. Knowledge of PERSAL, Constitution OF South Africa, understanding of the Public Service Act, Public Service Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Employee Performance and Management System. Project Management Principles. Service Delivery Framework. Ministerial Guide. Computer literacy. Good verbal and written communication. Strong leadership skills and qualities. Project leadership, planning and management. Good inter-personal relations. Problem solving. Analytical. Presentation. Innovation and creativity. Policy development and research skills. Facilitation. Chairing of meetings. Conflict management. Financial management skills. Organizational skills. Report writing. Change management skills. Decision making skill. Risk management and strategic planning skill.

DUTIES : Oversee and conduct organization and post establishment investigations to ensure that the departments organization and post establishment is aligned to the directives from DPISA, departmental strategic and service delivery plan. Oversee the job evaluation processes and conduct job analysis on departmental posts e.g. mandatory, management and individual request for the evaluation of posts or group of posts. Oversee and compile job description for newly defined and newly created posts in terms of the reviewed or re-aligned organization and post establishment structure and assist with the review of existing job descriptions. Manage the implementation of Operations Management Framework (OMF) in the Department. Facilitate the development and the implementation of the departmental Service Delivery Improvement Plan and change management. Develop, implement and review policies, procedure manuals, guidelines and provide advice and guidance. Manage resources of the Sub-Directorate

ENQUIRIES : Ms. T Mgujulwa Tel No: (033) 897 4211
APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.

FOR ATTENTION : Ms SL Ngema
NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application

as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

- CLOSING DATE** : 28 March 2024
- POST 09/79** : **DEPUTY DIRECTOR: TRANSVERSAL FUNCTIONAL SUPPORT SYSTEMS SERVICES REF NO: KZNPT 24/33**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive package)
: KZN Provincial Treasury, Pietermaritzburg
: A 3 year NQF level 6 or higher qualification in Financial Management/SCM/Public Administration/Management/Related courses. A minimum of 3 years' junior management experience in a government financial systems environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of BAS/LOGIS/HARDCAT and relevant prescripts. National Treasury circulars. Treasury Regulations. Financial Regulations. Public Finance Management Act (PFMA). Basic knowledge of integrated systems used by government in the province. Project Management methodologies. Information Security Regulation of Interception of Communications and Provision of communication related information Act (Information Act). Project management skills. Presentation skills. Policy analysis and development. Self-disciplined and ability to work under pressure with minimum supervision. People management. Ability to interpret written and technical specification documents. Ability to work well with a team.
- DUTIES** : Manage the provisioning of BAS and HARDCAT and any other future financial systems functional support services. Manage facilitation of BAS and HARDCAT and any other future Financial Systems training. Facilitate the development of BAS and HARDCAT and any other future Financial Systems policies, procedures manuals and best practices. Provide advice and guidance in terms of BAS and HARDCAT and any other future Financial Systems. Management of all resources allocated to the sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr K Mqadi Tel No: (033) 897 4585
: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Ms SL Ngema
: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.
- CLOSING DATE** : 28 March 2024
- POST 09/80** : **PROVINCIAL BUDGET ANALYST REF NO: KZN PT 24/36**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive)
: KZN Provincial Treasury, Pietermaritzburg
: An NQF Level 7 qualification or higher in Economics, Public Finance or related field. A minimum of 3 years' experience in Public Finance environment. A valid driver's license. People with disabilities without valid driver's license will be assisted by the department to meet work related travel obligations. Skills,

Knowledge and Competencies: knowledge of applicable national and provincial policies and legislation is required, including Public Finance Management Act and Treasury Regulations. Division of Revenue Act. Provincial Exchequer Act. Public Service Regulatory Framework. Public Finance Management – Best practices. National Treasury Guideline documents. South Africa’s fiscal and monetary policy. Provincial policy priorities. Performance budgeting – best practices and guidelines. Vulindlela. Budget formulation. Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA). In-Year-Monitoring (IYM). Legislation applicable to allocated departments. Political and socio-economic environment surrounding allocated departments.

DUTIES : Analyse expenditure trends against budget (In-year monitoring) and/or compile and submit IYM reports, quarterly budget performance report, annual close-out report, as well as provide input into the provincial Executive Council memorandum on budget performance. Prepare the Adjustments Estimate chapter for relevant department (s) and/or public entity. Contribute towards the Budget process by drafting input into the annual Treasury guideline document and assist in the preparation for budget process workshop. Contribute towards the preparation of the appropriation Bill, the Main Budget Estimates of Provincial Revenue and Expenditure (EPRE), the printer’s proof, and overview of Provincial Revenue. Monitor and assess compliance to PFMA.

ENQUIRIES : Ms. L Curtis Tel No: (033) 897 4305
APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.

FOR ATTENTION : Ms Z Ndelela
NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. Only Z83 must be accompanied by a comprehensive Curriculum Vitae on application. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

CLOSING DATE : 28 March 2024

POST 09/81 : **ASSISTANT DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT**
REF NO: KZN PT 24/40 (X2 POSTS)

SALARY : R424 104 per annum, (a remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : An NQF Level 7 or higher qualification in SCM / Financial Management, Law or Commerce. A minimum of 3 years’ experience in a contract management environment. A valid driver’s license. People with disabilities without valid driver’s license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Preferential Procurement Policy Framework Act and Regulations, National Treasury practice notes. Public Service Regulatory Framework. Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Law of contract, internal control and risk management. Computer literacy. Presentation skills. Interpersonal relations. Analytical and quantitative skills. Interpretation of legislation. Policy analysis. Decision making skills. Report writing skills. Conflict management. Legal drafting. Problem solving. Task/time management skills.

DUTIES : Ensure provisioning of advice and guidance on SCM contracts and agreements. Monitor and evaluate compliance i.t.o. SCM contracts and agreements. Manage the development and maintenance of an electronic

database of all SCM contracts and agreements for the province. Facilitate the compilation of management reports on SCM contracts and agreements. Monitor the development of policies, procedure manuals and practice notes i.t.o. contract management/administration. Management of all resources allocated to the Unit.

- ENQUIRIES APPLICATIONS** : Ms. N Kubheka Tel No: (033) 897 4407
- FOR ATTENTION NOTE** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200
- Ms Z Ndlela
- The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. Only Z83 must be accompanied by a comprehensive Curriculum Vitae on application. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.
- CLOSING DATE** : 28 March 2024
- POST 09/82** : **ASSISTANT DIRECTOR: EXPENDITURE CONTROL SERVICES REF NO: KZNPT 24/24**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
- : KZN Provincial Treasury, Pietermaritzburg
- : A 3 year NQF level 7 Degree or higher qualification in Financial Accounting/Management Accounting. A minimum of 3 years' experience in the relevant field. Skills, Knowledge and Competencies: Knowledge of preferential procurement policy framework act (PPPFA). Basic Accounting systems (BAS). Knowledge of PERSAL. Sound knowledge of Service Delivery Principles (Batho Pele). Public Finance Management Act. Treasury Regulations. Public Service Regulations, Provincial Treasury Practice Notes, Supply Chain Management. KZN Supply Chain Policy Framework, SCM practice notes, PFMA and Treasury Regulations, Preferential Regulation of 2011, Numeric and mathematical accuracy, Communications. Planning, Analytical, Problem solving, Interpersonal relations, Computer literacy, Negotiation, Supervisory, Report writing, Presentation, Policy analysis and development.
- DUTIES** : Ensure the administration of departmental payments, oversee the administration of the suspense accounts. Ensure administration of departmental payroll system. Ensure administration of departmental payroll system. Ensure the development and implementation of departmental policies and procedures. Manage resources of the Unit.
- ENQUIRIES APPLICATIONS** : Mr IT Ndlovu Tel No: (033) 897 4460
- FOR ATTENTION NOTE** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.
- Ms SL Ngema
- The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the

Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

CLOSING DATE

:

28 March 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : Send Your application quoting the relevant reference number, position, and management area on the new Z83 to: Director: Human Resource Management, Department of Sport, Arts and Culture, Private, Bag X9549, Polokwane, 0700 or Hand delivered at 21 Biccard Street, Polokwane.
- CLOSING DATE** : 28 March 2024 @13h00
- NOTE** : Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. Applicants are to specify the Centre on Z83. The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (when shortlisted). The Department reserves the right not to make any appointment(s) to the posts advertised. Please note: Due to austerity measure the Department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. All shortlisted candidates for SMS post will be subjected to a technical competency 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 generic managerial competencies using the mandated DPSA SMS competency assessment tools. To ensure that potential SMS members have a background on processes and procedures linked to the SMS,

a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Program as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training program which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

MANAGEMENT ECHELON

<u>POST 09/83</u>	<u>CHIEF DIRECTOR: SPORT AND RECREATION REF NO: SAC 2024/01</u>
<u>SALARY</u>	R1 371 558 per annum
<u>CENTRE</u>	Head Office (Polokwane)
<u>REQUIREMENTS</u>	An undergraduate Qualification (NQF level 07) in Sports Science / Management qualification as recognized by SAQA. A minimum of five (5) years' experience at senior Management level. Extensive experience in sport and recreation services. SMS pre-entry certificate. A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge and skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant sport and recreation legislation. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.
<u>DUTIES</u>	Provide leadership and high-level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of the strategic plans of the chief directorate. Establish strategic direction of the branch to ensure alignment with business plans. Manage sport and recreation services. Coordinate processes for the upgrading of sport and recreation facilities created by local authorities. Develop and manage the implementation of seamless sport support programs, governance structures, coaching and technical officiating. Manage sport and recreation services. Ensure development and implementation of best practice manuals for the implementation of sport and recreation programs. Develop mechanisms for unlocking resources to extend the provision of sport and recreation services. Manage the development of provincial policy framework for sport and recreation governance. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Enhance and maintain employee motivation and cultivate a culture of performance management.
<u>ENQUIRIES</u>	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/84</u>	<u>DIRECTOR: COMMUNICATION AND INFORMATION TECHNOLOGY REF NO: SAC 2024/02</u>
<u>SALARY</u>	R1 162 200 per annum, (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	Head Office (Polokwane)
<u>REQUIREMENTS</u>	An undergraduate qualification (NQF level 07) in Communication / Information Technology as recognized by SAQA. A minimum 5 years of experience at a Middle / Senior Managerial in Communications or IT. A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic Capability and Leadership, Co-ordination skills, Change Management, Financial Management, People Management and Empowerment, Problem Solving and analysis, Client orientation and Customer Focus, Good Communication, Planning and Organizing skills, Leadership skills and Strategic Planning policy analysis and development. Extensive knowledge and understanding of legislation in communication and ICT. Knowledge and

skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant communications and IT industries legislation. Understanding of the functioning of Public Service system and of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.

DUTIES : Provide leadership and strategic Direction to ensure alignment with business plan. Align the information management and information technology strategy with strategic direction, management plans and business processes of the Department. Promote effective management of Information and Information technology as a strategic resource. Administer and give technical support on the implementation and customization of national legislation on information technology. Manage the development of IT system and infrastructure architecture. Administer research and publication services. Manage the implementation of policies, guidelines and procedures regarding external communications. Coordinate the compilation of Departmental annual and occasional reports. Administer events management services. Advise on the development of events management policies and procedures. Oversee the development of events plan. Ensure effective and efficient provision of general records, knowledge and facilities management services. Manage and utilize human, physical and financial resources in accordance with relevant directives and legislation. Ensure preparation of budget are in line with the strategic plans and Department objectives.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

OTHER POSTS

POST 09/85 : **ASSISTANT DIRECTOR: PROVINCIAL RECORDS MANAGEMENT AND COLLECTIONS REF NO: SAC 2024/04**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 06) in Archives and Records Management as recognized by SAQA. A minimum of 3 years' experience in Archives and records management at salary level 7/8. A valid driver's license (with the exception of persons with disabilities). Skills and knowledge: Sound and in depth knowledge of All relevant Archive prescripts and all relevant legislative frameworks that govern the Records and Archives management. Project Management. Advanced computer skills. Planning and Organizing. Financial Management. Communication skills. Report writing skills. Advanced Human Resource management. Facilitation skills. Budgeting Research.

DUTIES : Ensure effective records management in the province. facilitate records appraisal and disposal services in the province. Assess and facilitate approval of classification systems to be applied by governmental bodies. Identify the conditions subject to which records may be microfilmed or electronically reproduced. Implement strategies for the management of electronic records systems in the province. Build capacity on archival techniques and records management. provide training in archival techniques and the management of records. Provide professional and technical support in aid of archival activities and the archival community. Ensure access to information concerning records through publications, exhibitions and the lending of records. develop and ensure implementation of provincial records management and collection policies. Draft and monitor implementation of policies in line with national and provincial legislation. advice on the implementation of acts, regulations and policies and procedures. Draft and ensure implementation of administrative systems and procedures to ensure coordination of activities. supervise employees to ensure an effective records management and collection service in the province. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

POST 09/86 : **ASSISTANT DIRECTOR: COMMUNICATION, PUBLIC RELATIONS AND MARKETING REF NO: SAC 2024/03**

SALARY CENTRE : R424 104 per annum
: Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 06) in Media Studies/ Communications/ Public Relation/ Events Management as recognized by SAQA. A minimum of 3 years' experience in Communications/ Public Relations/ Events Management at salary level 7/8. Graphic design is an added advantage. A valid driver's license (with the exception of persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of all relevant research and publication prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and Organizing. Corporate branding skills. Media Relations. Public Relations. Radio Communication Services. Communication skills. Writing skills in Communication. Public relations skills. Facilitation skills. Advanced research and photographing skills.
<u>DUTIES</u>	:	Enhance the Department corporate identity manual. Managing the corporate image. Ensure that departmental and provincial logos are properly used on banners, signboards, posters, letterheads, business cards, website and social media and nametags. Establish and maintain media relationship. Drawing a stakeholder list for distribution. Develop and distribute communication materials. Maintenance of departmental website and social media. Monitor and update social media and departmental websites. Writing articles for Departmental publications. Prepare and distribute media releases and send out media invitations for major events as stated on events calendar per quarter. Develop content and implement social media campaigns.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/87</u>	:	<u>ASSISTANT DIRECTOR: BRANDING AND ADVOCACY REF NO: SAC 2024/05</u> (one (1) year contract renewable based on performance for a period of three (3) years)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum. Plus 37% lieu of benefits Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Marketing, Communication, Business Management as recognized by SAQA. A minimum of 3 years' experience in Branding and Advocacy at salary level 7/8. Valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Strong advocacy and marketing skills; library and information services knowledge and background. Must be self-motivated, much organized, positive and enthusiastic, highly professional with excellent verbal and written communication skills, presentation skills coupled with public relations skills, research and analysis skills, project management skills, and cost benefit analysis skills. Have working knowledge and understanding of social media platforms and Computer literate MS Office suite.
<u>DUTIES</u>	:	Ensure optimum visibility of all library and information services projects through the use of all available media. Developing and implementing marketing plan. Ensure development of the library projects. To develop and implement advocacy plan in consultation with the relevant stakeholders. Develop a budget for marketing plan. Preparing, planning and project managing the publication of all publicity material to maximize library project campaign. Creating marketing campaigns and working with district librarians to see them executed. Creating and developing cost effective and efficient ways to communicate the library marketing projects to the public. Evaluating the effectiveness of all marketing activity. Developing and implementing an internal and external marketing programme. Deliver library campaigns as agreed within timescales.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/88</u>	:	<u>LANGUAGE PRACTITIONER REF NO: SAC 2024/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Languages / Language Practice with specialization in Afrikaans as recognized by SAQA. A minimum of 2 years of experience in the Translation field. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Languages. Knowledge of Language policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders.

- Computer Literacy. Communication skills. Planning and organizing. Analytical and facilitation skills.
- DUTIES** : Translation of official documents from source language to target language. Proofread documents. Terminology development with language stakeholders. Promotion of Literature. Conduct workshop for authors. Promotion of multilingualism and indigenous knowledge systems.
- ENQUIRIES** : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
- POST 09/89** : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: SAC 2024/07**
- SALARY** : R294 321 per annum
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognized by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organizing, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
- DUTIES** : Closure of books on monthly and annually. Ensure clearance on PERSAL and PMG exceptions. Cash flow management. Reconcile funds requested by Treasury against total budget of the Department. Compile journals to Exchequer Grant account. Compile and submit financial statements to Provincial Treasury and Office of the Auditor General. Ensure that audit exceptions and findings from Auditor General relating to annual financial statements are responded to. Prepare bank reconciliation statement. Compare and reconcile bank statements with the Pay Master General (PMG) in BAS system to establish imbalances and rectify. Clearing of suspense accounts. Monitor and investigate all pending adjustment suspense account and allocate to relevant accounts. Prepare monthly suspense report for submission to Provincial Treasury.
- ENQUIRIES** : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
- POST 09/90** : **ADMINISTRATION OFFICER REF NO: SAC 2024/08 (X2 POSTS)**
(One (1) year contract renewable based on performance for a period of three (3) years.
- SALARY** : R294 321 per annum. Plus 37% lieu benefit
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 in Public Administration / Management as recognised by SAQA. A minimum of 2 years' experience in Administration. A valid Driver's License (except for persons with disabilities). Knowledge and skills: Knowledge of Division of Revenue Act, PFMA, Treasury regulations, public service Regulations. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
- DUTIES** : Coordinate the procurement processes of the Library Conditional Grant in line with the grant framework. Manage and monitor library grant budget as well as expenditure. Process payment of Library grant programmes and confirm payment with service providers. Process creditors payment and ensure safe keeping of payment vouchers as per file plan. Compile bas payments advices and processing payment of account. Process submissions for shifting/virement of funds. Clear suspense accounts. Prepare payment reports and attend to queries. Prepare monthly, quarterly and annual reports on the grant's expenditure. Ensure that service providers are paid timeously. Ensure submission of vouchers to auditors.
- ENQUIRIES** : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
- POST 09/91** : **ADMINISTRATION OFFICER: ACQUISITION REF NO: SAC 2024/09**
(One (1) year contract renewable based on performance for a period of three (3) years.
- SALARY** : R294 321 per annum. Plus 37% lieu benefit

<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification level 06 in Acquisition/ Logistic Management / Public Administration / Management / Supply Chain Management / Purchasing as recognized by SAQA. A minimum of 2 years' experience in Acquisition. A valid Driver's License (except for persons with disabilities). Knowledge and skills: Communication skills (verbal and written), Computer literacy, Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.
<u>DUTIES</u>	:	Invite price quotations through approved Departmental Suppliers database. Compile bid documents for price quotations and bid administration. Capture approved requisitions / submissions into LOGIS. Adequate record keeping and administering of Departmental Contracts. Serve as Secretariat to Bid Evaluation Committee. Receive and process service rendered Tax invoices for payment.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/92</u>	:	<u>ARCHIVIST REF NO: SAC 2024/10</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Archives / Records Management as recognized by SAQA. A minimum of 2 years' experience in the Archives services environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skill. Training and presentation skills. Project management. Interviewing skills.
<u>DUTIES</u>	:	Design, evaluate, implement and maintain records classification systems. Design records classification systems in consultation with client offices, which includes all governmental bodies. Ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial Archivist. Provide records management training. Facilitate planning for the courses through continuous liaison with stakeholders. Update the training manual and compile in line with policies and procedures. Conduct appraisal of records for disposal purposes. Conduct a contextual analysis, a comprehensive study of the organization concerned. Formulate a hypothesis on the overall value of records and records systems, indicating records with archival value and with little or no value. Conduct inspections to ensure compliance with proper records management practices. Draw up an annual inspection programme for approval and dissemination to the concerned offices. Provide professional support and advice to stakeholders. Conduct presentations on archives and records management based on the need or the requests received from the client offices. Participate in consultation meetings and for a to address relevant concerns and problems with regards to records management practices. Collect, arrange, describe and preserve non- public and public records. Promote and market archival functions and services. Conduct educational and public outreach programmes such as tours, lectures, classes and school visits. Undertake the identification, research, selection and display of items for exhibitions.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/93</u>	:	<u>LIBRARIAN REF NO: SAC 2024/11 (X5 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Vhembe District Library Groblersdal Mapodile Orighstad Nirvana
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience in the library environment. A valid driver's license (except for persons with

		disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Inform users of special library collection, display library material during/departmental events, compile bibliographies, conduct orientation on library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day today library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyse and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications and corrigenda, monitor the circulation of library resources, Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/94</u>	:	<u>SUPERVISOR: CLEANING SERVICES REF NO: SAC 2024/12</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office Polokwane
<u>REQUIREMENTS</u>	:	NQF level 4 / grade 12 certificate from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Skills and knowledge: Cleaning and Operating equipment. Health and safety. Computer literate. Interpersonal relationship. communication skills. Organizing skills.
<u>DUTIES</u>	:	Supervise the provisioning of cleaning, safeguarding & maintenance services. Ensure that all equipment for cleaning is in good working conditions and is effectively utilized. Identify hazards in the buildings/office areas such as those related to fire and electricity. Responsible for ordering, receiving, storage, stock control and stock taking. Perform administration functions associated with cleaning services. Supervise human and physical resources. Supervise and report on staff performance through the compilation of staff job description and performance work plans. Conduct performance reviews of staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/95</u>	:	<u>REGISTRY CLERK REF NO: SAC 2024/13</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives will be an added advantage. Skills and knowledge: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for archiving and/or disposal.

		Conduct electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/96</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT SERVICES REF NO: SAC 2024/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Head Office (Polokwane) NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Logistics / Transport Management as recognized by SAQA will be an added advantage. Skills and knowledge: Knowledge and understanding of Transport policies guiding the use of Government owned transport and Subsidized motor transport. Understanding of log sheet. Computer skill, communication skills; Planning and organizing. Basic Numeracy. Report writing, Co-ordination skills and Customer care.
<u>DUTIES</u>	:	Provide support services with regards to fleet management. Facilitate fleet maintenance and repair authorizations/ receive & capture all authorizations requests from service provider. Arrange bookings for servicing and maintenance of vehicles. Facilitate the signing of all transport authorizations and file the records thereof. Reconcile official kilometres with regards to petrol consumption and conduct pre and post inspection of vehicles. Maintain an active fleet register. Provide support services with regards to travel claims. Verify claims for correctness and submit for payment. Support the supervisor by obtaining outstanding travel related documents from users and check for compliance. liaise with stakeholders with the objective of sourcing and securing supporting documentation for travel claims. Render general clerical support services. Provide logistical support for transports committees. Provide clerical support for acquisition of subsidized and departmental vehicles. Record, organize, store, capture and retrieve transport related correspondence and data. Update registers and statistics. Keep and maintain the filing system for the component. Type routine letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/97</u>	:	<u>LIBRARY ASSISTANT REF NO: SAC 2024/15 (X5 POSTS)</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R171 537 per annum (Level 04) Morebeng Capricorn District Library Vlaakfontein Soetfontein Bakgoma
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organizing skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerization of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer

related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

POST 09/98 : **CLEANER REF NO: SAC 2024/16 (X2 POSTS)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Mopani District and Waterberg District
REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Knowledge and skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organizing skills.

DUTIES : Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

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

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

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 09/99 : **VICE PRINCIPAL NURSING COLLEGE (HEAD OF NURSING CAMPUS)**
Western Cape College of Nursing

SALARY : R1 140 837 per annum, (A portion of the package can be structured according to the individuals' personal needs)

CENTRE : Directorate: Western Cape College of Nursing, Southern Cape Karoo Campus, George

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Diploma in Nursing Education registered with SANC. A management qualification. A relevant master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 11 years of appropriate /recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Adaptable, manage uncertainty; demonstrate resilience, resolve and flexibility in the face of change. Critical thinker and decision-maker.

DUTIES : Facilitate and coordinate Nursing Education and Training of student nurses. Develop/implement operational plans for the campus. Market the corporate image of the college. Develop and implement policy guidelines for nursing education and training. Coordinate student affairs activities. Management of resources. Collaborate with stakeholders and build sound relationships within the College /Department.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801

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 this post.

CLOSING DATE : 25 March 2024

POST 09/100 : **RADIOGRAPHER: GRADE 1 TO 3 (ULTRASOUND/ SONOGRAPHER)**
Cape Winelands Health District

SALARY : Grade 1: R444 741 per annum
Grade 2: R520 785 per annum
Grade 3: R612 642 per annum

CENTRE : Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in

Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and postgraduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Breede Valley Sub District. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O and G / Radiology registrars and radiographers. Actively take part in CPD- program, as a learner as well as In-service training.

ENQUIRIES : Ms M Bester Tel No: (023) 348-8118
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 this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

CLOSING DATE : 25 March 2024

POST 09/101 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R294 321 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Human Resource Management (Performance Management and Grade Progressions process). Inherent requirements of the job: Willingness to Travel. Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, advanced Excel, and PowerPoint). Ability to function under stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Knowledge of the Human Resource Management Legislation and Policies.

DUTIES : Administer the Performance Management processes and provide guidance to staff and managers. Management of grade progression and the Departmental incentive schemes. Provide assistance with the management of poor performance of staff. Ensure compliance to the PSR to review job descriptions. Advise on salary determination for all OSD categories of staff. Manage own line function responsibilities towards subordinates. Effective support to supervisor and colleagues.

ENQUIRIES : Mrs. C Veldman Tel No: (021) 944 -225
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 this post.

- CLOSING DATE** : 25 March 2024
- POST 09/102** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R239 682 - R269 730 per annum
Grade 2: R277 398- R293 430 per annum
Grade 3: R299 244 - R339 840 per annum
- CENTRE** : Directorate: Medicine Management Blood and Labs, Oudtshoorn Medical Depot
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Current registration with the SAPC as a Post Basic Pharmacist Assistant (Warehousing/Wholesale). Experience: **Grade 1:** None after registration with the SAPC as a Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies, particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills. Meticulous and attention to detail. Physically able to pick up and move large/heavy boxes. Appropriate wholesaling/warehousing experience.
- DUTIES** : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- 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 this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.
- CLOSING DATE** : 25 March 2024
- POST 09/103** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency Clinical Services Support
- SALARY** : R202 233 per annum
- CENTRE** : Division: Forensic Pathology Services
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in the LOGIS and EPS environment. Inherent requirements of the job: Good interpersonal and communication skills. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint, e-mail). Ability to work independently. Ability to accurately analyse data (numbers). Good interpersonal and organisational skills.
- DUTIES** : Effective and efficient verification of LOGIS Requisitions. Effective and efficient support Supply Chain Management. Effective and efficient support to Forensic

Pathology Service Facilities. Assist with Contract Management. Effective and efficient support to Supervisor.

ENQUIRIES
APPLICATIONS

: Ms J. Levendal Tel No: (021) 928-1522
: Applications are submitted online via www.westerncape.gov.za/health-jobs
(click "online applications").

NOTE
CLOSING DATE

: No payment of any kind is required when applying for this post.
: 25 March 2024