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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2024
DATE ISSUED 15 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.

AMENDMENT

: **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the post of Registrar with Ref No: 2024/18/OCJ, Centre KwaZulu-Natal Division of the High Court: Durban advertised on Public Service Vacancy Circular 09 dated 08 March 2024 with a closing date of 25 March 2024, the recommended candidate will be based in Pietermaritzburg Division of the High Court. Apologies for any inconvenience caused.

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DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service calls on all independent suitably qualified and experienced professional to serve as members of the Audit and Risk Committee.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or must be emailed timeously to Angele.Modiba@csp.gov.za or hand delivered to 268 Lillian Ngoyi Street, Pretorius Street, Fedsure Forum Building, 2nd floor, Pretoria at the Reception. No late applications will be accepted. NB: Please ensure that your application reaches this office before 17h00 on weekdays.
- CLOSING DATE** : 05 April 2024
- NOTE** : Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province

OTHER POST

- POST 10/01** : **AUDIT AND RISK COMMITTEE MEMBER REF NO: CSP/01/2024 (X2 POSTS)**
- SALARY** : Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Knowledge of the Public Sector and possession of either a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, General and working Knowledge of the Public Sector, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service.
- DUTIES** : The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit Committee Charter.
- ENQUIRIES** : Mr BK Shiphamele Tel No: (012) 493 1386/ 2500)

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The Department is an equal opportunity, affirmative action employer. It is our intention to promote presentively (race, gender, and disability). The persons living with disability are therefore encouraged to apply.

- APPLICATIONS** : Pretoria: Director-General Internship Programme Private Bag X447, Pretoria, 0001 or hand deliver to: Environmental House 473, Steve Biko Road, Pretoria.
Cape Town: Director-General Internship Programme, Private Bag X9052, Cape Town, 8000 or hand deliver to 3 Foretrust Building, Martin Hammerschlag Way, Cape Town, 8001.
- CLOSING DATE** : 12 April 2024
- NOTE** : Applications must be completed in a new Z83 form, attach a detailed CV with the list of subjects studied for the qualification. Only shortlisted candidates will be required to submit certified copies of ID document, qualifications, and recent academic transcripts / records. If you have not heard from us, please accept that your application was unsuccessful. Incomplete, e-mailed, faxed and late applications will not be considered.

INTERNSHIP PROGRAMME 2024-2026, TWENTY-FOUR (24) MONTHS

Department of Forestry, Fisheries, and the Environment (DFFE) invites unemployed graduates, who wish to apply for the 24 (twenty-four) months internship programme for the years 2024-2026. Eligible candidates must have completed at least a three (3) year formal qualification from a recognised Institution of Higher Learning in the following fields of study.

OTHER POSTS

- POST 10/02** : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/01/24**
Branch: Biodiversity and Conservation
- STIPEND** : R7142 00.per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma: Nature Conservation / B Tech / B Degree: Environmental / Natural Sciences / Environmental Management & Biodiversity Conservation / Ecology / Honours Degree: Environmental Management & Biodiversity Conservation / Ecology
- ENQUIRIES** : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682
- POST 10/03** : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/02/24**
Branch: Biodiversity and Conservation
- STIPEND** : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma / B Tech/ B Degree: Environmental Science / Natural Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682
- POST 10/04** : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/03/24**
Branch: Biodiversity and Conservation
- STIPEND** : R7142. 00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma: Nature Conservation / B Tech Degree / B Degree: Nature Conservation / Biological Sciences / Conservation Biology / Environmental Management / Botany, Zoology / Honours Degree: Biological Sciences / Conservation Biology / Environmental Management / Botany / Zoology
- ENQUIRIES** : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682
- POST 10/05** : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/04/24**
Branch: Biodiversity and Conservation
- STIPEND** : R7142. 00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Btech/ B Degree: Natural Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682
- POST 10/06** : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/05/24**
Branch: Biodiversity and Conservation
- STIPEND** : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Btech/ B Degree: Bachelor of Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/07 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/06/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma / B Tech/ B Degree, Honours Degree: Environmental Sciences / Management / Urban and Regional Planning / Hydrology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/08 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/07/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma/ B Tech / B Degree: Public Administration / Office Admin
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 012 399 8682

POST 10/09 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/08/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma / B Tech / B Degree: Bachelor of Science and Bachelor of Arts
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/10 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/09/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma: Nature Conservation B Tech/ B Degree: Environmental Management/ Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/11 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/10/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma: Nature Conservation/ Environmental Sciences/ Environmental Management or Equivalent Btech/ B Degree: Natural Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/12 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/11/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech/ B Degree: Bachelor of Science Or Social Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/13 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/12/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma, B Tech/ B Degree, Honours Degree, M Tech/ Masters: Environmental Sciences Including Water Science/ Ecology and Conservation/ Environmental Geology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/14 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/13/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma: Nature Conservation/ B Tech Degree/ B Degree: Natural Sciences/ Environmental Sciences/ Resource Economics or Natural Resource Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/15 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/B&C/14/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Honours Degree: Environmental Science or Bushmen Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/16 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/01/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma, B Tech/ B Degree, Honours, M Tech/ Masters, Doctorate/ PhD: Chemical Engineering/ Environmental Management/Sciences or Relevant Fields
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/17 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/02/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech/ B Degree, Honours: Environmental Management International Relations
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/18 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/03/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma, B Tech/ B Degree, Honours Degree, M Tech/ Masters, Doctorate/ PhD: Chemical Engineering/ Environmental Management/Sciences or Relevant Fields
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/19 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/ADMIN/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma: Office Management and Technology/ Project Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/20 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/04/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech/ B Degree, Honours Degree: Energy Studies/ Environmental Studies/ Climate Change Modelling
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/21 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/05/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech/ B Degree, Honours Degree, M Tech/ Masters, Doctorate/ PhD: Chemical Engineering/ Environmental Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/22 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CCAQ/06/24**
Branch: Climate Change and Air Quality

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech/ B Degree, Honours Degree, M Tech/ Masters: Environmental Management/ GIS/ Botany/ Zoology/ Conservation/ Biological & Physical Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/23 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/01/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Com, BSc or BA, Environmental Economics, Economics and Statistics
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/24 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/02/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Environmental Sciences/Management/ Natural Sciences/ Geography/ Waste Management or Equivalent Qualification
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/25 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/03/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Environmental Sciences/ Management and Chemistry/ Chemical Engineering
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/26 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/04/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Bachelor Of Sciences/Hons/MSC, Geohydrology, Environmental Science, Hydrology, Geology, Soil Science, Natural science/Eco-toxicology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/27 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/05/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Natural Science/ Environmental Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/28 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/06/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/ BTech/ B Degree, Environmental Science/ Environmental Management/ Environmental Studies
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/29 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/07/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Development Studies/ Environmental Sciences/ Management, Natural, Economic
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/30 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/ADMIN/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Public Administration/ Public Management/ Business Administration/ Office Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/31 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/08/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Environmental Science/ Development Planning or Sustainable Development

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/32 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CWM/09/24**
Branch: Chemicals and Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Environmental Sciences or Management (preferred database & environmental information management)

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/33 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Hons Degree, M Tech/ Masters: Social Sciences, Environmental Science/ Public Management and Developmental Studies/ Policy Development Implementation and Monitoring

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/34 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Bachelors in Social Sciences, Environmental Science/ Environmental Management or Related Field

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/35 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours Data Management/ B Com Accounting/ B Com Economics/ Environmental Science & Environmental Management

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/36 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/04/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honour, M Tech, Masters Training Management/ Development Studies/ Youth Development

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/37 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/05/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours Environmental Science/ Management/ Project Management/ Auditing

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/38 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/06/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/39 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/07/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Development Studies/ Economics/ Statistics/ Social Sciences and Any Related Qualifications
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/40 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/08/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech/ B Degree, Hons Degree: Public Administration/ Environmental Management Science/ Finance/ Resource Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/41 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/ADMIN/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech/ B Degree: Public Management/ Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/42 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/09/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Natural Sciences/ Nature Conservation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/43 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/18/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Public Administration & Business Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/44 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/10/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree: Nature Conservation/ Agriculture/ Environmental Science/ Management/ Natural Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/45 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/11/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B tech, B Degree, Honours Degree Civil Engineering
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/46 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/13/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honour, M Tech, Masters Development Studies/ Project Management/ Training
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/47 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/14/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honour, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/48 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/15/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honour, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/49 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/EP/16/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honour, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/50 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FMS/01/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Logistics/ Purchasing/ Supply Chain Management or related qualification
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/51 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FMS/02/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Purchasing/ Logistics/ Business Management/ Accounting
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/52 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FMS/03/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, M Tech, Masters Accounting/ Public Finance
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/53 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FMS/04/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Auditing/ Financial Management/ Financial Accounting/ Public Finance
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/54 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FOM/01/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : BSc Forestry/ BSc Agricultural Economics/BCom Economics
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/55 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FOM/02/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry/ Environmental Management/
Disaster Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/56 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FOM/03/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry/ Environmental Science/
Environmental Management/ Botany/ Ecology/ LLB
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/57 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FOM/04/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry/ Environmental Management/
Fire Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/58 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/FOM/ADMIN/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Office Management & Technology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/59 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/01/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Degree LLB
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/60 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/02/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Nature Conservation /Environment Management/Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/61 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/03/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Honours Degree LLB
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/62 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/04/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech, B Degree, Honours Geomatics/ Computer Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/63 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/05/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech/ B Degree Social Sciences/ HRD
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/64 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/06/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech/ B Degree Environmental Management /Environmental Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/65 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/07/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Environmental Management /Environmental Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/66 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/RSCM/08/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Honours, M Tech, Masters Hydrology/ Soils/ Ecology/ Environmental
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/67 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/08/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Journalism/ Communication/ Publishing
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/68 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/09/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Journalism, Communication Science, Media studies
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/69 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/10/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours Fine Arts/ Visual Arts/ Multimedia Studies/ Visual Multimedia Arts
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/70 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/11/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours Marketing/ Public Relations/ Brand Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/71 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/12/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Graphic Design/ Multimedia Design
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/72 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/18/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Human Resource Management/ Human Resource Development/ People Performance Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/73 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/ADMIN/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Office Management/ Public Management/ Public Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/74 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/20/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Human Resources Development or Management of Training
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/75 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/16/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Events Management/ Public Relations/ Public Management/ Public Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/76 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/02/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Construction Management/ Electrical Engineering/Civil Engineering
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/77 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/06/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Information Technology (Business Solution)
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/78 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/21/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Information Technology major in technical support
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/79 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/07/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Journalism/ Communication Science/ Media Studies
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/80 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/17/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : ND, B Tech, B Degree Safety Management/ Environmental Health
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/81 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/04/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Human Resource Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/82 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/19/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech, B Degree Environmental Management/ Developmental Studies
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/83 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/05/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Public Administration/ Finance Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/84 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/14/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Environmental Education/ Project Management/ Education/ Community Development
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/85 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/15/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Environmental Education/ Project Management/ Education/ Community Development
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/86 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/13/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Contract Centre Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/87 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/01/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Public Management/ Public Administration/ Strategic Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/88 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/03/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Public Management/ Development Studies/ Gender and Youth Development Studies/ Industrial Psychology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/89 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/CMS/21/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Management Services/ Operations Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/90 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/WMB/10/24**
Branch: Waste Management

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND/B Tech/B Degree, Public Administration/ Public Management/ Business Administration/ Office Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/91 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/01/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Public Management/ Administration/Development Studies
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/92 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/02/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree Commerce (Accounting, Law Or Auditing) / Forensic Investigation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/93 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/03/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech, B Degree Public Administration/ Public Management/ Business Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/94 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/04/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : B Tech, B Degree Language Practice or Related Degree
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/95 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/05/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND, B Tech, B Degree, Honours Risk Management, Internal Audit, Law, Forensic Investigation or relevant qualification
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/96 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/06/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : ND Public Administration/ Office Administration/ Office Management/ Management Assistant/ Business Administration/ Public Management.
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/97 : **INTERNSHIP PROGRAMME 2024 REF NO: GP/ODG/07/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month

CENTRE REQUIREMENTS : Gauteng (Pretoria)
: ND, B Tech, B Degree, Honours Risk Management/ Business Administration/ Financial Management

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/98 : **INTERNSHIP PROGRAMME 2024 REF NO: FS/EP/01/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS : R7142.00 per month
: Free State (Mangaung Metro Municipality)
: ND, B Tech, B Degree, Honours Environmental Sciences / Environmental Management / Geographical Information Science / Remote Sensing

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/99 : **INTERNSHIP PROGRAMME 2024 REF NO: FS/EP/02/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS : R7142.00 per month
: Free State (Bloemfontein)
: ND, B Tech, B Degree, Honours, M Tech, Masters Development Studies/ Project Management / Training

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/100 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/01/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7142.00 per month
: Eastern Cape (Nelson Mandela Bay)
: B Tech, B Degree, B Com Honours Degree Auditing
: Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/101 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/02/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7142.00 per month
: Eastern Cape (Buffalo City Metro)
: B Tech, B Degree Administration / Social Science / Human Resource Management
: Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/102 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/ADMIN/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7142.00 per month
: Eastern Cape (Buffalo City Metro)
: ND, B Tech, B Degree Public Management / Administration or Social Sciences
: Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/103 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/03/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7142.00 per month
: Eastern Cape (Buffalo City Metro)
: ND, B Tech, B Degree Nature Conservation / Environmental Management / Environmental Sciences
: Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/104 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/04/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7142.00 per month
: Eastern Cape (Buffalo City Metro)
: ND, B Tech, B Degree Public Administration / Financial Management
: Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/105 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/05/24**
Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R7142.00 per month
: Eastern Cape (Buffalo City Metro)
: ND Public Administration / Transport Administration / Logistics
: Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/106 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/EP/06/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Eastern Cape (Buffalo City Metro)
REQUIREMENTS : B Tech, B Degree Environmental Sciences / Conservation / Geography / Biological Science / Environmental Management / Ecology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/107 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/FOM/01/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Eastern Cape (Buffalo City Metro)
REQUIREMENTS : ND, B Tech, B Degree Forestry / Environmental Management/ Ecology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/108 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/CMS/01/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Eastern Cape (Buffalo City Metro)
REQUIREMENTS : ND Information Technology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/109 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/CMS/02/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Eastern Cape (Buffalo City Metro)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters HRM/HRD/Public Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/110 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/FMS/01/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Eastern Cape (Buffalo City Metro)
REQUIREMENTS : ND, B Tech, B Degree Accounting / Auditing / Taxation / CMA
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/111 : **INTERNSHIP PROGRAMME 2024 REF NO: EC/RSCM/01/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Eastern Cape (Buffalo City Metro)
REQUIREMENTS : ND, B Tech, B Degree, Honours Project Management/ Public Administration/ Financial Management/ Secretariat
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/112 : **INTERNSHIP PROGRAMME 2024 REF NO: KZNB&C/01/2024**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Kwa-Zulu Natal (Tubatuba Municipality)
REQUIREMENTS : National Diploma, Btech/ B Degree: Environmental Science/ Forestry/ Nature Conservation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/113 : **INTERNSHIP PROGRAMME 2024 REF NO: KZN/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Kwa-Zulu Natal (uMgeni Municipality)
REQUIREMENTS : B Tech/ B Degree, Honours Degree: Natural Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/114 : **INTERNSHIP PROGRAMME 2024 REF NO: KZN/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month

CENTRE : Kwa-Zulu Natal (uMsunduzi Municipality)
REQUIREMENTS : ND, B Tech, B Degree: Environmental Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/115 : **INTERNSHIP PROGRAMME 2024 REF NO: KZN/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Kwa-Zulu Natal (eThekwiini Municipality)
REQUIREMENTS : ND, B Tech, B Degree Engineering Civil/ Engineering Technology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/116 : **INTERNSHIP PROGRAMME 2024 REF NO: KZN/FOM/01/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Kwa-Zulu Natal (uMsunduzi Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry, Environmental Science/
Environmental Management/ Botany/ Ecology
ENQUIRIES : Ms Innocentia Mokoena 012 399 9402 or Mr Joshua Moepya 012 399 8682

POST 10/117 : **INTERNSHIP PROGRAMME 2024 REF NO: KZN/FMS/01/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Kwa-Zulu Natal (eThekwiini Municipality)
REQUIREMENTS : ND, B Tech, B Degree Accounting/ Auditing/ Taxation/ CMA
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/118 : **INTERNSHIP PROGRAMME 2024 REF NO: KZN/RSCM/01/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Kwa-Zulu Natal (eThekwiini Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours Project Management/ Public Administration/ Management/
Secretariat
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/119 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Limpopo (Makhado)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Training Management/ Development Studies/
Youth Development
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/120 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Limpopo (Tzanini)
REQUIREMENTS : ND, B Tech, B Degree, Honours Environmental Science/ Management/ Project Management/
Auditing
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/121 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : ND, B Tech, B Degree, Honours Environmental Science/ Management/ Project Management/
Auditing
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/122 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/EP/04/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Limpopo (Modimolle)

REQUIREMENTS : ND, B Tech, B Degree, Honours Environmental Science/ Management/ Project Management/ Auditing

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/123 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/FOM/01/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Limpopo (Capricon, Waterburg & Skhukhune)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry/ Environmental Science/ Environmental Management/ Botany/ Ecology

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/124 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/FOM/ADMIN/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Limpopo (Capricon, Waterburg & Skhukhune)
REQUIREMENTS : ND, B Tech, B Degree Office Management & Technology

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/125 : **INTERNSHIP PROGRAMME 2024 REF NO: LP/B&C/01/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Limpopo (Vembe & Mopani)
REQUIREMENTS : National Diploma, Btech/ B Degree, Honours Degree, Mtech/ Masters: Forestry/ Agriculture/ Environmental Science/ Management/ Studies/ Botany/ Ecology/ Gis

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/126 : **INTERNSHIP PROGRAMME 2024 REF NO: MP/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Training Management/ Development Studies/ Youth Development

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/127 : **INTERNSHIP PROGRAMME 2024 REF NO: MP/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/128 : **INTERNSHIP PROGRAMME 2024 REF NO: MP/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/129 : **INTERNSHIP PROGRAMME 2024 REF NO: MP/B&C/01/24**
Branch: Biodiversity and Conservation

STIPEND : R7142.00 per month
CENTRE : Mpumalanga (Bushburgridge)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Forestry/ Agriculture/ Environmental Science/ Management/ Studies/ Botany/ Ecology/ Gis

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/130 : **INTERNSHIP PROGRAMME 2024 REF NO: NW/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : North West (Mafikeng)

REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Training Management/ Development Studies/ Youth Development /Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/131 : **INTERNSHIP PROGRAMME 2024 REF NO: NW/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : North West (Dr Ruth Segomotsi Mompati)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/132 : **INTERNSHIP PROGRAMME 2024 REF NO: NW/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : North West (Mafikeng)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/133 : **INTERNSHIP PROGRAMME 2024 REF NO: NW/EP/05/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : North West (Kenneth Kaunda)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/134 : **INTERNSHIP PROGRAMME 2024 REF NO: NW/EP/04/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : North West (Bojanala)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/135 : **INTERNSHIP PROGRAMME 2024 REF NO: NC/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Northren Cape (Kimberly)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Conservation/ Environmental Management/ Natural Resource Management/ Gis/ Finance

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/136 : **INTERNSHIP PROGRAMME 2024 REF NO: NC/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Northren Cape (Upington)
REQUIREMENTS : B Tech, B Degree: B Com Finance Accounting

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/137 : **INTERNSHIP PROGRAMME 2024 REF NO: NC/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Northren Cape (Kimberly)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Development Studies/ Project Management/ Training

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/138 : **INTERNSHIP PROGRAMME 2024 REF NO: NC/FOM/01/24**
Branch: Forestry Operations Management

STIPEND : R7142.00 per month
CENTRE : Northren Cape (Sol Plaatjie, Dawid Kruijer)

REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry/ Environmental Science/ Environmental Management/ Botany/ Ecology

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/139 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/EP/01/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND: Public Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/140 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/EP/02/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree Environmental Studies
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/141 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/EP/03/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree Pesticide Risk Management / Honours Degree: Water Resource Management/ Environmental Management (Botany, Geography, Hydrology)
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/142 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/EP/04/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND Project Management or Built Environment Related
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/143 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/EP/05/24**
Branch: Environmental Programmes

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honour, M Tech, Masters, PhD Environmental/ Biological Science/ Conservation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/144 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/01/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Degree LLB (Constitutional Law, Administrative Law)
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/145 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/02/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Library and Information Science/ Information Studies Or Relevant Qualification
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/146 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/03/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : Honours BSc Fisheries Science/ Marine Biology or Related Marine Field
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/147 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/04/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, Honours Oceanography/ Marine Science, BSc Honours: Fisheries Science/ Marine Biology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/148 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/05/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Public Management/ Business Administration
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/149 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/06/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree Food Technology/ Life Science/ Animal Health/ Agriculture Animal/
Environmental Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/150 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/07/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Public Management/ Public Administration/ Logistics
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/151 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/08/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND Supply Chain Management/ Public Procurement Management/ Finance Management/
Operations Management/ Business Management/ Financial Accounting/ Cost and Management
Accounting/ Asset Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/152 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/ADMIN/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Public Administration/ Public Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/153 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FIM/09/24**
Branch: Fisheries Management

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree Natural Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/154 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FMS/02/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND Public Management/ Supply Chain Management
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/155 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FMS/04/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month

CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND Logistics, Purchasing/ Supply Chain
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/156 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FMS/05/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Supply Chain Management/ Logistics/ Finance/ Internal Auditing/ Fis
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/157 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FOM/01/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters, PhD Forestry
ENQUIRIES : Ms Innocentia Mokoena 012 399 9402 or Mr Joshua Moepya 012 399 8682

POST 10/158 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/01/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours, M Tech, Masters, PhD Biological Sciences/ Top Predators Research/
Statistics and Mathematics/ Modelling/ Genetics Gis
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/159 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/02/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : Honours, M Tech, Masters Zoology/Marine or Modelling/Statistics
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/160 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/03/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : Honours, Master's Bachelor Of Science / Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/161 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/04/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours Biological Sciences/ Marine Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/162 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/05/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : Honours, M Tech, Masters Zoology/ Nature Conservation/ Marine Biology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/163 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/06/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours Biological Science/ Marine Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/164 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/07/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours Biological Sciences/ Marine Biological Sciences
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/165 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/08/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Oceanography/ Marine Science/ Biology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/166 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/09/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours BSc Marine Biology/ Zoology/ Conservation Biology
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/167 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/10/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours, M Tech, Masters Oceanography/ Marine Science/ Ocean & Atmosphere Science/ Physical Oceanography/ Operational Oceanography
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/168 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/11/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours, M Tech, Masters Oceanography/ Marine Science/ Ocean & Atmosphere Science/ Physical Oceanography/ Operational Oceanography
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/169 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/12/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape
REQUIREMENTS : ND, B Tech, B Degree, Honours, Library and Information Studies/ Information Science/ Computer Science
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/170 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/13/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours, M Tech, Masters Oceanography/ Marine Science/ Ocean & Atmosphere Science/ Physical Oceanography/ Operational Oceanography
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/171 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/14/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours, Chemistry/ Oceanography
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/172 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/OC/15/24**
Branch: Oceans and Coasts

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Electrical (Light Current) / Electronic/ Computer Engineering
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/173 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/ODG/01/24**
Branch: Office of the Director General

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : Risk Management/ Internal Audit/ Law/ Forensic Investigation
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/174 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/RSCM/01/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours, M Tech, Masters Environmental Management/ Environmental Science/ Environmental Law
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/175 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/RSCM/02/24**
Branch: Regulatory Services Compliance & Monitoring

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : B Tech, B Degree, Honours, Public Administration/ Public Management/ Financial Management/ Secretariat
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/176 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/CMS/01/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND B Tech, B Degree Communication Science/ Public Relations/ Marketing
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/177 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/CMS/02/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree Public Relations/ Marketing
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/178 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/CMS/04/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND, B Tech, B Degree, Honours, M Tech, Masters Public Administration/ Real Estate
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/179 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/CMS/05/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)
REQUIREMENTS : ND Information Technology (Development, Web/App Dev, System Dev)
ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/180 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/CMS/03/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month
CENTRE : Western Cape (City of Cape Town Municipality)

REQUIREMENTS : ND, B Tech, B Degree Human Resource Management/ Human Resource Development/ Public Management

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/181 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/FMS/01/24**
Branch: Financial Management Services

STIPEND : R7142.00 per month

CENTRE : Western Cape (City of Cape Town Municipality)

REQUIREMENTS : ND, B Tech, B Degree Accounting/ Auditing/ Taxation/ CMA

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

POST 10/182 : **INTERNSHIP PROGRAMME 2024 REF NO: WC/CMS/06/24**
Branch: Corporate Management Services

STIPEND : R7142.00 per month

CENTRE : Western Cape (City of Cape Town Municipality)

REQUIREMENTS : ND, B Tech, B Degree Management Services/ Operations Management

ENQUIRIES : Ms Innocentia Mokoena Tel No: (012) 399 9402 or Mr Joshua Moepya Tel No: (012) 399 8682

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria. Applications received after the closing date will not be considered.
- CLOSING DATE** : 05 April 2024
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website: www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department and the other must be an Integrity (Ethical Conduct) Assessment. Following the interview for pre-entry assessments, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) is required for all SMS appointments. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 10/183** : **DEPUTY DIRECTOR-GENERAL: AFRICA**
Branch: Africa
- SALARY** : R1 663 581 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA in Political Science or related fields. 8 years of experience at senior managerial level in International Relations or related fields. Competencies: Knowledge of South Africa's Foreign Policy objectives Knowledge and understanding of legislative framework governing the Public Service Strategic Capability and Leadership People Management and Empowerment Programme and Project Management Financial Management Change Management Problem solving skills Communication skills Negotiation skills Diplomacy skills.
- DUTIES** : Manage Branch: Africa and diplomatic missions in Africa Support and advise the Political Principals and Director-General as and when necessary. Provide inputs to Cabinet Committees, Portfolio Committee and other structures on political priorities, policy recommendations and strategies impacting upon South Africa's foreign relations. Assist with policy formulation. Provide strategic support in the strengthening of political, economic relations for the promotion of South Africa's trade, investment and tourism potential and opportunities. Manage and monitor the establishment of internal and external stakeholder relations. Manage and supervise the implementation of foreign policy decisions of Government in addition to day-to-day conduct of bilateral relations between South Africa and countries of Africa. Manage the day-to-day strategic issues and lead diverse interdisciplinary teams of professional staff.
- ENQUIRIES** : Mr J Matji Tel No: (012) 301 8764
- APPLICATIONS** : Please e-mail your application to ddgafrica24@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

POST 10/184 : **HEAD OF OPERATIONS: ARF SECRETARIAT**
African Renaissance Fund (ARF)

SALARY : R1 162 200 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a relevant undergraduate qualification (NQF7) as recognized by SAQA in Financial Management or related fields. At least 5 years' experience at middle management level in Financial Management, Administration and Operations. Proven knowledge or an in-depth understanding of SA's foreign policy and diplomacy, African development, and international development cooperation Relevant experience with and knowledge of international diplomatic practices, role-players, development agencies and institutions the ability to negotiate agreements and contracts with partners and stakeholders Excellent communication and marketing skills to promote the ARF, it's goals and programmes. Excellent planning, co-ordination and organising skills Sound experience in stakeholder management and partnership development Knowledge of pertinent legislation. Competencies: Knowledge and understanding of the legislative framework governing the Public Service Knowledge and understanding of the PFMA, 1999 and Regulations. Problem solving and innovation skills Project Management. Decision making Analytical thinking and reasoning skills Strategic leadership and capability People management Partnership development and management Quality management.

DUTIES : Strategic management of the ARF Secretariat. Co-ordinate the activities of the ARF Secretariat Manage the ARF Programme / Project Agreements / MOUs, contracts and Service Level Agreements in collaboration with the Office of the Chief State Law Advisor of DIRCO Market the goals and programmes/projects of the ARF in collaboration with relevant DIRCO desks Develop the ARF operational Policy Guideline and strategy, frameworks, systems and tools for outgoing partnerships Facilitate partnerships with other relevant agencies and institutions in support of ARF objectives Co-ordinate ARF activities across all spheres of the SA Government Provide legal, contractual and service level advice and support to DIRCO, SA Missions, partner Departments and other stakeholders. Render secretariat services to the ARF Advisory Committee.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764

APPLICATIONS : Please e-mail your application to dirarf24@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

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 : 05 April 2024 at 16H00

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

OTHER POST

POST 10/185 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/40**

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

CENTRE : Durban (Regional Office)

REQUIREMENTS : A National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ BTech (Built Environment field) with a minimum of 4 years certified managerial experience/ Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act, as well as Building Regulations and Environmental Conservation Act. Knowledge and Understanding of the Government Procurement System. Good planning, financial and budget skills. Sound analytical and good written and verbal communication skills. Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies.

Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES

: Mr KB Mbhele Tel No: (031) 314 7163

APPLICATIONS

: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION

: Mrs NS Nxumalo

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Online at the following <https://ntirho.co.za/internships-2024-2026/>
Hand-delivered to the dtic campus, corner Meintjies and Robert Sobukwe Streets, Sunnyside.
- CLOSING DATE** : 05 April 2024
- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents and a detailed Curriculum Vitae which must contain details of the final year modules/subjects completed and passed. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Applications that do not comply with the above specifications will not be considered and will be disqualified. Applicants are advised to use Field of study as Reference no. on the Z83 form. No late applications will be considered. It is the applicant's responsibility to have international qualifications evaluated by the South African Qualifications Authority (SAQA). All qualifications will be subjected to verification. Correspondence will be limited to short-listed 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. The Department of Trade, Industry and Competition is committed to the achievement of and maintenance of diversity and equity in employment, especially of race, gender and disability. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity affirmative action employer. Aspiring Public Servants, who share the vision of the dtic of a dynamic industrial, globally competitive South African economy, characterised by inclusive growth and development, decent employment and equity and who value intellectual and operational excellence as well as quality relationships are encouraged to apply for this exciting programme. Interns will receive a monthly stipend starting from R7 043.31 per month in accordance with their highest qualification at the time of appointment. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect.

INTERNSHIP 2024-2026

The Department of Trade, Industry and Competition (the dtic) invites graduates to apply for internship opportunities for a period of 24 months commencing on 01 July 2024 to 30 June 2026. Through the Internship Programme, the Department of Trade, Industry and Competition (the dtic) is committed to providing opportunities for qualifying candidates to gain skills, knowledge and experience whilst at the same time, positioning themselves for active and meaningful participation in the labour market.

OTHER POST

- POST 10/186** : **INTERNSHIP 2024-2026**
- STIPEND** : Minimum of R7 043.31 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Applications are invited from unemployed South African graduates aged between 18 and 35 years with a tertiary qualification (NQF level 6 and above) in one of the below-mentioned fields of study: Public Management / Public Administration, Business Science / Business Management / Business Administration, Communication / Public Relations / Marketing, Law, Data Science / Information Management / Computer Science, Economics, Statistics / Econometric, Agricultural Economics, Development Studies, Accounting / Financial Management / Cost and Management Accounting, Risk Management, Internal Auditing / Auditing, Natural Science / Chemistry / Biology / Mechanical Engineering / Nuclear Engineering / Nuclear Physics. Interpersonal Skills: Good interpersonal skills, professionalism and integrity, ability to work under pressure, deadline driven. The successful candidates must be analytical and have high attention to detail. They should have an understanding of government systems and processes. Ambitious and willingness to learn. Good academic performance will serve as an added advantage.
- ENQUIRIES** : Please direct all queries to: Donald Mathavha Tel No: (012) 394 43864 / Leonard Mabokela Tel No: (012) 394 1809 / Lindiwe Mdashe Tel No: (012) 394 1835 / Khanyo Xaluva Tel No: (012) 394 1563

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 04 April 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 10/187 : **CHIEF ENGINEER GRADE A REF NO: 040424/01**
Branch: Infrastructure Management Head Office Civil Engineering Dam Design

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering degree (B Eng / BSc). Six (6) years post qualification civil engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge and understanding of government legislations relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Programme and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct; risk management; technical report writing, knowledge of financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Communication skills both verbal and written. Computer skills, people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness.

DUTIES : Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports, feasibility studies of all infrastructure projects implemented by the department. Approval / acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of water sector support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to manager. Manage professional service providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.

ENQUIRIES : Mr E Koadibane Tel No: (012) 336 7694

<u>APPLICATIONS</u>	:	Pretoria (Head Office) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION NOTE</u>	:	Planning, Recruitment and Selection Unit
	:	This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
<u>POST 10/188</u>	:	<u>SCIENTIST PRODUCTION GRADE A - C REF NO: 040424/02</u> Branch: Regulations Compliance and Enforcement Dir: Water Abstraction and Instream Impact
<u>SALARY</u>	:	R687 879 – R1 035 084 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office A Science degree (BSc) (Hon) in Natural Science or relevant qualification in the following fields: Agriculture, Agricultural Engineering, Forestry, Hydrology, Integrated Water Resource Management, Environmental Management, Water and Sanitation. Three (3) years post qualification natural scientific experience. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector, relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures policy development, implementation, and monitoring. Excellent knowledge of livestock and crop water requirements and related models including CROPWAT, SWB, PLANWAT, SAPWAT and the SFRA Assessment Utility in evaluating WULAs. Sound Knowledge of GIS. Excellent communication skills including verbal, report writing, and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. 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.
<u>DUTIES</u>	:	Provide scientific and technical advice on the regulation of section 21 (a), (b) & (d) water uses of the National Water Act, 36 of 1998 within the applicable period. Coordination of stakeholder engagement relationships within the department and broader water sector. Provide technical advice on section 21 (a), (b) & (d) water use enquiries. Development, implementation, and review of regulatory tools for abstraction, storage and afforestation water uses. Develop, update, maintain and provide training on policies, legislation, protocols, and guidelines for management of water resources. Participate in the SFRA LAAC. Participate in the assessment of water resource management research needs for the directorate. Ensure implementation of the research projects and the results thereof. Train and develop candidate scientists and others to promote skills and knowledge transfer. Capacity building of Provincial Operations and CMAs to ensure standardisation of providing technical inputs into water use authorisations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N.O Ndubane Tel No: (012) 336 8851
<u>FOR ATTENTION</u>	:	Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. Planning, Recruitment and Selection Unit
<u>POST 10/189</u>	:	<u>CONTROL ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 040424/03</u> Branch: Provincial Operations Office Gauteng Water Resource Planning Support
<u>SALARY</u>	:	R499 275 per annum, (OSD)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) Years post qualification technical engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Relevant experience in the field of Integrated Water Resources Management (IWRM). Good written and verbal communication skills. Report writing and reviewing skills. Project, financial, time and interpersonal management skills. Knowledge of water resource assessment and planning, water requirements, systems analysis, and water quality aspects. Knowledge of water resources management decision support systems. Demonstrated and clear experience with relevant water resource assessment, planning and yield models. Knowledge and ability to conduct water availability assessments for various purposes including authorisation. Knowledge of existing legislation affecting the work environment. Knowledge of contractual and legal requirements. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Strategic capabilities and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication, Accountability, and ethical conduct.

DUTIES : The development of long-term strategies for local reconciliation of water availabilities and requirements, the participation in Raw water resource infrastructure development planning, the planning for surface and groundwater, the provision of support in the implementation of the water resources policy and strategy and the support in draught/flood management. Assist in the strategic planning of water resources entailing development, review and updating of appropriate strategies to reconcile water availability with growing water requirements). Assist to conceptualize possible interventions in a timely manner to ensure sustainable water availability in the various supply areas or systems. Provide efficient and effective management of water resources studies/projects within the constraints of the available resources and time. Assist with the water reconciliation strategies Provide inputs into water use license applications. Inputs into water pricing strategy and application thereof. Liaison with other organizational and parties on projects/ water resource related matters (at local, regional, national, and international level). Provide technical and administrative support. Develops comprehensive plans for adequate water resource availability (quantity/ quality) in an equitable and environmentally sustainable manner to guide infrastructure development, systems, and services management in the water sector.

ENQUIRIES : Ms Nondumiso Mabe Tel No: (012) 392 1399
APPLICATIONS : Gauteng Provincial Office. Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001, or hand deliver at Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception

FOR ATTENTION : Ms Mologadi Mohuba

POST 10/190 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A – C REF NO: 040424/04**
Branch: Provincial Operations Office Northern Cape
Dir: Water Resources Support Geohydrological Services

SALARY : R353 013 – R531 117 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Natural /water/groundwater/hydrogeology related Sciences or relevant qualification. Three (3) years post qualification technical (scientific) experience in groundwater resource and use management. Compulsory registration with SACNASP as a certificated natural scientist. The disclosure of a valid unexpired driver's license. Extensive experience in the Water Management, environmental field; industries; urban development; agriculture; waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Protection. Knowledge of the National Water (Act 36 of 1998) and related policies strategies and guidelines. Understanding of the principles of integrated Water Resource Management. Experience in minimizing impacts from industries; agriculture; urban development and mining. Innovative thinking; negotiation; Good written and verbal communication skills. Computer Literacy.

DUTIES : Assess Implementation and enforcement of the National Water Act (36 of 1998) and relevant policies strategies and regulations. Responsible for integrated water resources management. Processing of water use authorization and registration applications. Compliance monitoring; reporting and enforcement. implementation of policies and procedures pertaining to water resources management. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental, mining, and agricultural legislation.

ENQUIRIES : Mr J Makhetha Tel No: (053) 830 8800
APPLICATIONS : Northern Cape (Kimberley): Please forward your application quoting the reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand delivered to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate, Private Bag 247, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 12 April 2024 at Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subjected to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 10/191** : **CHIEF DIRECTOR: CORPORATES SERVICES REF NO: HS 1/2024**
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
Applicants must be in a possession of a Grade 12 Certificate and appropriate Honors' Degree B Admin/Public Management/Human Resource Management (NQF 7) or equivalent qualification and minimum 5 years' senior management experience in similar environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. A Valid Driver's license. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Knowledge: Public Service Act, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).
- DUTIES** : Manage Departmental Planning and Performance Management that includes: Manage Service Delivery Improvement Plan and Batho Pele initiative, Manage the performance and development Management of all officials in the department in accordance with the Performance, Development and Management Strategy as approved by the Free State Province, Manage Organizational Development roles to achieve service delivery in the department, Manage Strategic Planning, Monitoring and Evaluation of nonfinancial performance information in accordance with the relevant prescripts. Manage Information Technology for the department. Manage Housing Subsidy Systems for the department. Manage Corporate Communication. Manage Auxiliary

Service for the Department. Manage and monitor the implementation of Audit Action Plan on matters affecting the Chief Directorate to ensure the improvement in the audit outcome of the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Manage human resource planning and administration. Manage departmental Labour Relations matters in accordance with the relevant prescripts. Manage the skills development in the Department according to the relevant prescripts. Manage and monitor the implementation of employee health and wellness framework, Compile, submit and present monthly, quarterly and annual Progress Reports on the performance/ activities of the Department and Chief Directorate compiled and submitted to the Head of Department and relevant authorities. Manage and monitor the implementation of Risk Management Framework in the Department which includes identification, mitigation and reporting of risks that impact negatively on the performance of the Department., Manage the budget, human resources and assets of the Chief Directorate effectively and efficiently in accordance with the PFMA.

ENQUIRIES

: Mr. T.A Reachable Tel No: (051) 403 3818

POST 10/192

: **DIRECTOR: LEGAL & CONTRACT SERVICES REF NO: HS 2/2024**

SALARY

: R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE

: Bloemfontein

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree/ appropriate LLB Degree (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Applicants must be in Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Admission as an attorney/advocate will be an added advantage; A valid driver's license; Knowledge and experience of the public procurement system. Skills and Competencies: Legal research and drafting skills; Report writing (memoranda) and analytical skills; Computer literacy; Communication skills (written and verbal); Planning and decision-making skills; Interpersonal and language skills; Strategic capability and leadership skills.

DUTIES

: Provide legal administrative services to the Department: Facilitate and co-ordinate, in liaison and consultations with legal advisor's/state law advisors and experts on legal matters affecting the Department. Conduct research, initiate and contribute to the development and review of regulatory frameworks and policies. Produce draft legislation and accompanying memoranda relevant to the Department. Respond to legally based queries and complaints of service providers and the Public. Facilitate settlements in the cases of partners who have entered into agreements with the Department. Provide legal advice and initiate litigation on behalf of the Department: Scrutinize and provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Consult with and instruct State Attorney on such matters. Oversee compiling of signing affidavits, statements and case particulars. Consult policy documents and legal handbooks when dealing with legal matters affecting the Department. Consult with departmental/technical experts when drafting service delivery agreement for the Department. Conduct in loco inspections on the implementation of service delivery agreements entered into with the Department. Scrutinize court records and evidential material on behalf of the Department. Prepare case files on behalf of the Department. Manage time-frames and filing of case documentation. Provide legal advisory services to the department: Co-ordinate legal matters of the Department. Provide legal opinion to the Department. Advise the Department on merits of cases and appeals. Create a conducive climate to legal awareness and compliance in the Department which includes: Institute measures to raise legal awareness within the Department. Ensure that departmental policies and strategies are compliant with applicable national and provincial legislation. Ensure that legal interpretations are in line with national and provincial intent and objectives. Monitor and report on quasi-judicial and administrative processes and procedures. Provide advice with regard to investigations into irregularities. Manage the allocated resources of the directorate: Ensure timeously development and implementation of job description, performance agreements, Work Plans and Personal Development Plans (PDP's) and performance assessment of all employees in the Directorate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and

timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Manage the budget, assets and human resources of the Directorate in accordance with the relevant prescripts.

ENQUIRIES : Mr. T.A Reachable Tel No: (051) 403 3818

POST 10/193 : **DIRECTOR: PROGRAM DESIGN AND ALLOCATION MANAGEMENT REF NO: HS 3/2024**

SALARY : R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Admin/Public Management (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

DUTIES : Manage the process of housing applications in respect of all housing subsidy programme. Manage and monitor the implementation of housing policies to ensure the correctness and adherence to policy guideline. Establish and maintain the National Housing Needs Register (NHNR) in all municipalities in the province. Handling of all relevant enquiries and providing guidance to relevant stakeholder. Conduct Human Settlements System audits. Monitors and reports the achievements of strategic objectives against specified performance measures. Identifies and addresses employee competencies required, recognize individuals and teams and provides developmental feedback in accordance with performance management principles. Supports and respects the individuality of others and recognizes the benefits of diversity of ideas and approaches. Delegates and empowers others to increase contribution and level of responsibility. Ensure the translation of strategies into action plans, make inputs on the risk management policy and strategy: Participate in the identification and assessment of the risks pertinent to the housing programme and provides reasonable assurance of the completeness and accuracy of the risk register for the component. Identifies, addresses and manage non-financial risks. Develop mitigating strategies to address the material risks pertinent to the component. Report to the supervisor any material changes to the risk profile of the programme. Report Risk Management matters in the programme/sub-programme and SMS (Senior Management Service) agenda meetings. Provide proper and timely reports to the Supervisor on the state of risk management, together with aspects requiring improvement. Establishes broad stakeholder involvement and communicates plans and keys milestones. Expresses ideas to individual and groups both in a formal and informal settings in an interesting and motivating way. Encourages participation and mutual understanding on human settlement matters. Supports stakeholders in achieving their goals, communicates strategic plan to relevant stakeholders, creates mechanisms to encourage innovation and creativity within functional areas and across the departments. Implements innovative service delivery options in the department. Ensure that all clients of the Department have equal access to the services to which they are entitled. Develop and monitor the implementation of the Audit Action plan on matters raised in the Auditor General reports. Provides strategic leadership to others in realizing the department's objectives against specified performance measure. Reviews any material finding and recommendations by assurance providers (Internal Audit, Audit Committee and Auditor General South Africa) and implement applicable recommendations. All assets of the Directorate are managed in line with treasury requirements. Effective and efficient management of the budget. Development and monitoring the implementation of Annual Procurement plan. Management of risks related to the functioning of the directorate. Ensure the effective utilization of human resources and that services are provided economically and efficiently in order to give citizens the best possible value for money.

ENQUIRIES : Mr. T.A Reachable Tel No: (051) 403 3818

<u>POST 10/194</u>	:	<u>DISTRICT DIRECTOR: FEZILE DABI REF NO: HS 4/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical assistance.
<u>CENTRE REQUIREMENTS</u>	:	<p>Failla Dabi District</p> <p>Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Business Admin/Public Management (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.</p>
<u>DUTIES</u>	:	Manage the Implementation of Housing programmes and Land Tenure services that includes: Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the district that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard and messengers.
<u>ENQUIRIES</u>	:	Mr. C. Monyela Tel No: (051) 405 4380
<u>POST 10/195</u>	:	<u>DIRECTOR: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 5/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical assistance.
<u>CENTRE REQUIREMENT</u>	:	<p>Bloemfontein</p> <p>Applicants must be in a possession of a Grade 12 Certificate and Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's license. Pre – Entry certificate for the Senior Management Service (SMS) is compulsory.</p>
<u>DUTIES</u>	:	To strategically advice and assist management and other officials in the department on matters related to budget and financial management. To ensure sound accounting practices in the department. To ensure the maintenance of accurate accounting records in the department. To ensure the successful implementation of a debt management in the department. To ensure the effective and efficient maintenance of a payroll function in the department. To ensure the effective and efficient functioning of the Bank Account of the department. To monitor and advice the CFO and HOD on the optimal implementation of revenue resources. To develop and ensure the effective implementation of Departmental Accounting Policies. To facilitate the compilation of Annual Financial Statements. To plan, manage and co-ordinate all resources in the Directorates. To advice Senior Management, the CFO and the HOD on the compilation of the budget of the

Department. To ensure advice, monitor and implement structures on the financial systems. To manage and report on the monthly cash flow of the Department. To ensure that corrective measures are taken to improve budget spending in the department. To evaluate financial information and advice the CFO and the HOD.

ENQUIRIES : Ms. N. Molikoe Tel No: (051) 403 3818

POST 10/196 : **DIRECTOR: INFORMATION, COMMUNICATION & AUXILIARY SERVICES REF NO: HS6/2024**

SALARY : R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance

CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in in Media Studies, Business Management, Marketing/Information Technology or related field of qualification. (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Job related knowledge: Extensive knowledge of information communication and technology in accordance with the relevant Framework. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

DUTIES : To manage Information Technology for the department by managing the administration of Network and maintain website in the department. To manage Information Technology for the department, manage data recovery, manage trainings and support users, Manage the provisioning of Information Technology, Manage the administration of networks and maintenance of website, Manage and administer the recovery of data. To manage Housing Subsidy Systems for the department by maintaining Human Settlement Information System, Manage Human Settlements reports, document management and record keeping. Manage stakeholder relations and satisfaction. Desktop support and query management. Management of users accounts, Management of staff, trainings and skills transfer. To manage Corporate Communication by, Coordinate Media and Liaison services for the Department, Develop and maintain good relations with the media, Plan and coordinate press conferences for the Department. Participate in media and liaison FORA, Release and monitor media statements, implement public relation programs, Promote departmental programs and projects, Produce the departmental newsletter and other publications, Manage the design of the departmental web-page, Develop and maintain the departmental communication, Develop and maintain departmental communication policy, and programs, Plan and coordinate departmental events and manage protocol, Advice management on Liaison matters, Manage the departmental call center, queries management system and complaints management including Presidential hotlines, Render graphic design services, Render language and speech writing services, Render journalistic and photographic services. Managing Auxiliary Services. Manage the performance and development of all staff in the unit accordance with the Performance and Development Management Strategy as approved for the Free State Provincial Government by Management of the performance of all officials in the unit, Optimal development of staff in the unit, Manage, facilitate and monitor the performance assessment process of the officials in the Department and the Unit.

ENQUIRIES : Mr. T.A Reachable Tel No: (051) 403 3818

OTHER POSTS

POST 10/197 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: HS 7/2024**

SALARY : R1 146 540 per annum, (OSD), (an all-inclusive package)

CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and appropriate Degree in the built environment with six years' experience as a registered Professional Construction Project Manager. Successful completion of the Nyukela. Pre-entry certificate to Senior Management Services submitted prior to appointment. Valid driver's license with exception of persons with

disabilities. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

DUTIES

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements: Provide technical consulting services for the operation of project related matters to minimize possible project risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Oversee the implementation of projects. Project Design and analysis effectiveness. Maintain project operational effectiveness. Planning and execution of in-house planned projects and manage the planning and execution of projects where consultations are appointed. Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance. Approve fee accounts of consultants and payments of final accounts of consultants and payments of final account to contractors of engineering services. Check tender documents for inviting tenders recommended contractors or professional engineers on the roster of consultants and perform other admin work. Oversee the legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Attend meetings with client departments of projects in a planning stage and site meeting during the execution of projects. Train and oversee candidate construction project managers to ensure their registration as professional.

ENQUIRIES

: Mr. T. Makepe Tel No: (051) 403 4380

POST 10/198

: **DEPUTY DIRECTOR IN THE OFFICE OF HOD REF NO: HS 8/2024**

SALARY

: R811 560 per annum, (an all-inclusive package)

CENTRE

: Bloemfontein

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate, National Diploma / Bachelor's Degree in Business Administration, Public Management / Administration or any related field. Minimum of 10 years' experience in office management and providing support to SMS level/ executing coordinating support in the department. Competencies: Knowledge: In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS). Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

DUTIES

: Manage and facilitate functional administrative support to the Office of the Head of Department in relation to government business and parliamentary responsibilities of the department; including preparing department inputs to the Portfolio Committees and compile reports thereof when required to. Provide support in relation to department input to the Clusters. Handling of enquiries in the Office of the Head of Department. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for SMS Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage the Head of Department's diary in relation to appointments, meetings, and interviews. Analyze and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/overspending. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and effective way. Compile, maintain and manage a database of all enquiries timeously. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.

<u>ENQUIRIES</u>	:	Mr. B. Leeuw Tel No: (051) 403 3883
<u>POST 10/199</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HS 9/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09), (A basic salary). The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in a possession of a Grade 12 Certificate and National Diploma or B-Tech degree in Internal Auditing/ Accounting /IAT. A PIA/CIA and experience and IT auditing will serve as an advantage. Minimum of 5 years in the relevant environment. Specific knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing, Code of Ethics and other Practice Advisories. Ability to supervise and manage, Ability to work in a team, Ability to work independently, Computer skills, Analytical mind and a critical thinker. Good communication skills (written and verbal). An affiliate member of the Institute of Internal Auditors of South Africa. Knowledge of Departmental structure and processes. A valid Driver's License.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management. Participate in the development of the three-year strategic risk based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Determine the audit scope and objectives of the allocated internal audit projects. Collect, analyse and interpret data for purposes of the development of the engagement work programs/ procedures. Develop the engagement work program. Supervise and execute the allocated internal audit projects. Develop findings and provide value-adding recommendations to improve the Organizational operations and controls. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans by Management. Review, collect information and compile reports to the accounting officer and the Audit committee. Compile progress reports against audit plan/ Quarterly reports, Annual reports. Keep up to date with new developments in the internal audit environment. Review and assist with quarterly KCM's Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit services. This would, inter alia, entails the following: General supervision of employees and time management, Allocate duties and perform quality control on the work delivered by supervisees, Advise and lead supervisees with regard to all aspects of the work. (d) Manage performance, conduct and discipline of supervisees, Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Contribute to the development and enhancement of the audit methodologies and technologies, Internal Audit policy documents, Charters and the development of the Internal Audit coverage plan. Maintain good relations with clients.
<u>ENQUIRIES</u>	:	Mr. O. Themba Tel No: (051) 403 3645
<u>POST 10/200</u>	:	<u>ASSISTANT DIRECTOR: GRANT PLANNING, MONITORING AND REPORTING REF NO: HS 10/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09), (A basic salary). The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in a possession of a Grade 12 Certificate and Diploma/Degree NQF level 6/7 or equivalent qualification in Finance/ Accounting/ Economic Environment. BAS and LOGIS training, 5 years' work experience in the finance environment. Knowledge and understanding of the financial management environment, knowledge of financial management legislation and directives, Knowledge of policies and implementation strategies. Knowledge of interpretation and application of DORA (Division of revenue Act), valid driver's license. knowledge and understanding of the financial management environment, knowledge of policies and implementation strategies, knowledge of financial management legislation and directives, problem solving skills, numeracy skills, analytical skills, planning and organization, knowledge of related policies directives and legislation.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address financial management enquiries to ensure the correct implementation of financial management practices

and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of/ BAS/ PMG-Accounts on financial management issues. Inform, guide and advise Department/ personnel on financial management matters to enhance the correct implementation of financial management practices/policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation. Authorise transactions on LOGIS / BAS/ according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's), Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES

: Ms N Molikoe Tel No: (051) 403 3223

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications for the Department of Social Development to be submitted to:
Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to Recruitment.mangaung@fssocdev.gov.za
Fezile Dabi: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.fdabi@fssocdev.gov.za
Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za
Xhariep: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za
Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmfutsanyana@fssocdev.gov.za

CLOSING DATE

: 05 April 2024

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

POST 10/201

: **SOCIAL WORK GRADE 1**

SALARY CENTRE

: R294 411 per annum
: **Mangaung Metro** (Ref No: DSDFS 01/24) (X43 Posts)
Lemo Mall Office (X33 Posts)
Botshabelo Office (X7 Posts)
Thaba Nchu Office (X3 Posts)
: **Fezile Dabi District** (Ref No: DSDFS 02/24) (X17 Posts)
Sasolburg Office (X5 Posts)
Kroonstad Office (X7 Posts)
Frankfort Office (X2 Posts)

Parys Office (X3 Posts)
Thabo Mofutsanyana District (Ref No: DSDFS 03/26) (X19 Posts)
 (Qwaqwa Office (X13 Posts)
 Bethlehem Office (X6 Posts)
Lejweleputswa District (Ref No: DSDFS 04/24) (X32 Posts)
 (Welkom Office (X30 Posts)
 Boshof Office (X2 Posts)
Xhariep District (Ref No: DSDFS 05/24) (X10 Posts)
 Trompsburg Office (X1 Post)
 Bethulie Office (X2 Posts)
 Smithfield (X2 Posts)
 Koffiefontein Office (X2 Posts)
 Jagersfontein (X3 Posts)

REQUIREMENTS

: An appropriate Bachelor's Degree in Social Work (NQF 7) or equivalent qualification. Registration with the South African Council for Social Service Professions as Social Worker. Knowledge of relevant Public Service Legislation. Proficient in any of the official languages in the Free State Province. Internship / practicum placement at Social Development setting will be an added advantage. A valid South African driver's license will be an added advantage. The applicant must be computer literate. and Knowledge: Counselling, Communication, Planning and organising. Problem solving, time management, stress management, diversity management, conflict resolution. Ability to work in a multidisciplinary team. Knowledge and understanding of the South African Legislation pertaining to social services.

DUTIES

: Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES

: Ms A Molalenyane at Tep No: (083) 555 9270 (Mangaung Metro)
 Ms D Monakali at (083) 555 9270 (Fezile Dabi District and Lejweleputswa District)
 Ms T Matla at (083) 555 9270 (Xhariep District)
 Ms K Finger at (083) 555 9270 (Thabo Mofutsanyana District)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 10/202** : **MEDICAL SPECIALIST: PAEDIATRIC SURGERY REF NO: REFS/020184 (X2 POSTS)**
Directorate: Clinical Service
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus, commuted overtime
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus, commuted overtime
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package), plus, commuted overtime
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : MBChB & MMed degree or a relevant postgraduate qualification in Paediatric Surgery and current registration with the HPCSA as a Specialist in Paediatric Surgery. Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty. Current registration as a Medical Specialist with HPCSA. **Grade 1:** None after registration with the HPCSA as a Medical Specialist in a normal speciality. **Grade 2:** A minimum of five (5) years appropriate experience with as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal speciality. **Grade 3:** A minimum of ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal speciality. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels Must have good interpersonal, leadership, administrative, Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) is an added advantage.
- DUTIES** : Ensure effective and efficient clinical service delivery within Paediatric Surgery department. Ensure Clinical and Co-operation and liaison with other departments within the hospital. To support, teaching and training within the Paediatric Surgery department. Conduct and supervise research within the field of Paediatric Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
- ENQUIRIES** : Prof Koto Tel No: (012) 5214153/4150
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 04 April 2024
- POST 10/203** : **ASSISTANT MANAGER NURSING GENERAL (AREA) GRADE 1 NIGHT DUTY PN-A7, REF NO: ODI/08/03/2024/01**
- SALARY** : R627 474 per annum (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of period referred above must be appropriate/ recognisable at management level. (Less than 1 year from experience for candidates appointed from outside the public service after complying with registration requirements). Diploma/Degree in Nursing Management with a duration of at

least one year accredited with South African Nursing Council as a requirement. Diploma/Degree in Nursing Education and computer literacy will be an added advantage. Experience as a night supervisor is required. Demonstrate a basic understanding of HR and financial policies and practices. Ability to direct a multi-disciplinary team and to ensure good nursing care at area/facility level. Knowledge of nursing care process and procedures, nursing statuses, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational and Health and safety Act. To act on behalf of the NSM (day/night) and all other managers especially on night and after hours. Must have knowledge of Ideal Hospital Realisation Framework. Demonstrate a basic understanding of the legislative framework governing the public service.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work and that of units reporting to post, and to ensure appropriate interventions to enhance nursing service at area/facility level. Able to be developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that principles of Batho-Pele are adhered to. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards, and procedure, expected to assist on day. Participate in the nursing management team. Maintain professional growth/ethical standards and self-development.

ENQUIRIES

: Ms. Ntsie EP Tel No: (012) 725 2312

APPLICATIONS

: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.

NOTE

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

CLOSING DATE

: 05 April 2024

POST 10/204

: **OPERATIONAL MANAGER- OPERATING THEATRE AND CSSD GRADE 1(PNB-3) REF NO: ODI/08/03/2024/02**

SALARY

: R627 474 per annum, (plus benefits)

CENTRE

: Odi District Hospital

REQUIREMENTS

: Basic R425 qualification (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 Nursing qualification in Operating Theatre Nursing Science (R212) with a duration of at least one year accredited with the SANC. A minimum of 9 years appropriate / recognizable 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/ recognizable experience in the specific speciality (Operating Theatre Nursing Science + CSSD) after obtaining the 1 year post basic qualification. Current registration with SANC as a Professional Nurse. Diploma / degree in Nursing Administration / Management and Computer literacy will be an added advantage. Have knowledge of Ideal Hospital Realisation Framework. Demonstrate basic understanding HR and Financial policies and practices. Work as part of the multidisciplinary team at unit level to ensure good nursing care by the nursing team. Ability to function as part of the team and display good professional image. Must be prepared to do hospital supervision after hours, work night shifts and relieve Area manager when need arises.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery. Ensure clinical nursing practice by the Nursing team (unit) in accordance with the scope of practice and Nursing standards as determined by the health facility. Promote the quality of nursing care as directed by professional scope of practice. Able to manage own work, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Effectively manage the utilisation and supervision of resources. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing. Demonstrate basic computer literacy as a support tool to enhance service delivery. Maintain professional growth / ethical standards and self-development.

<u>ENQUIRIES</u>	:	Ms Ntsie EP Tel No: (012) 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	05 April 2024
<u>POST 10/205</u>	:	<u>CHIEF DIETITIAN REF NO: REFS/020206 (X1 POST)</u> Directorate: Clinical Support: Human Nutrition-Dietetic
<u>SALARY</u>	:	R520 785 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Profession Council of SA (HPCSA) as a Dietitian. Registration as a Dietitian with Independence Practitioner status. A minimum of five (5) years' experience after the completion of community service. Knowledge of public and health service legislation, regulations and policies. Computer literacy, planning and organizational, HR and presentation skills.
<u>DUTIES</u>	:	Manage, plan, coordinate, implement and report on Dietetic service in allocated works section. Develop Standard Operation Procedure (SOPs) in line with the National and Provincial Strategies. Provide input in the development of national/provincial guidelines, protocols and policies. Contribute to the departmental planning, budgeting, monitoring and evaluation processes. Monitor the proper utilization of allocated financial, human and physical resources. Attend relevant meetings and assume relevant functions on behalf of the dietetics HOD or as a delegated. Participate in planning a delivering CPD programs within the Hospital/provincial. Supervise and manage the performance of allocated staff, through the development of the job description and employee performance agreement and development plans (PMDS). Participate in the supervision and training of the students. Implement and monitor Quality Assurance through audits, developing and implementing quality improvement plans and analysing statistics. Coordinating and ensure that the therapeutic menu complies with quality standards (including all aspects of planning, analysis, production and portioning) in conjunction with the food service manager.
<u>ENQUIRIES</u>	:	Ms. Mmabatho Modise Tel No: (012) 529 3699
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	04 April 2024
<u>POST 10/206</u>	:	<u>PROFESSIONAL NURSE SPECIALTY / PN-B1 (OPERATING THEATRE NURSING SCIENCE)</u> <u>GRADE 1 REF NO: ODI/08/03/2024/03</u> (Re-advert)
<u>SALARY</u>	:	R431 265 per annum, (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic Nursing qualification with a duration of at least one year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre Nursing Science. A minimum of 04 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Less one year for candidates applying from outside Public Service. Proof of current registration with SANC. Ability to liaise with different units for Pre-operative and Post-operative patient optimization including Pre-Operative visits as indicated and Post-Operative management. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Have knowledge of Ideal Hospital Realisation Framework. Ability to perform nursing administrative duties including shift leading and relieving the Operational Manager. Must be willing to work day and night shift.
<u>DUTIES</u>	:	Provision of optimal, holistic, specialised, nursing care, Pre-Operative and Post-Operative nursing care, prepare Theatre, Medical Equipment, and consumables according to booked Operations. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Effective and efficient utilisation of human and material resources. Display Professionalism and adherence to nursing professional ethics. Maintain professional growth, ethical standards, and self-discipline. Participate in training and research. Provision of support to Nursing Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Ntsie EP Tel No: (012) 725 2312
<u>NOTE</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
<u>CLOSING DATE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>POST 10/207</u>	:	05 April 2024
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: ODI/08/03/2024/04</u>
<u>DUTIES</u>	:	R359 622 – R408 201 per annum, (plus benefits) Odi District Hospital
<u>ENQUIRIES APPLICATIONS</u>	:	National Diploma or Degree in Diagnostic Radiography and current registration with HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body. No experience required after registration with HPCSA. Computer literacy is essential. Good interpersonal skills. Knowledge of Public Service Legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health Sector and Radiography profession.
<u>NOTE</u>	:	Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance processes. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD programs as required by the HPCSA. Be able to work with D.R and C.R modalities. To adhere to Batho Pele principles, National Core Standards, Quality Assurance and other Public Service Policies and Acts. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor.
<u>CLOSING DATE</u>	:	Ms. M. Mthombeni Tel No: (012) 7252429
<u>POST 10/208</u>	:	HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
<u>SALARY CENTRE REQUIREMENTS</u>	:	Applicants must submit on a new Z83 application form obtainable from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from
<u>DUTIES</u>	:	05 April 2024
<u>REQUIREMENTS</u>	:	<u>PROFESSIONAL NURSE REF NO: CCRC/PN/01/2024 (X4 POSTS)</u> Directorate: Nursing
<u>DUTIES</u>	:	R293 670 per annum, (plus benefits) Cullinan Care and Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Basic Diploma/ Degree accredited with the SANC in terms of R425 that allows registration with SANC as a professional nurse with basic psychiatric qualification.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Develop and review training documents and

guidelines. Demonstrate supervisory and clinical skills, including nursing operational report writing as expected. Work as part of MDT team and accommodate diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work that of support personnel to ensure proper nursing care. Promote quality of nursing care and display a concern of patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs. Have knowledge and understanding of Mental Health Care No 17 of 2002 to enhance and maintain working inter-professional and multi-disciplinary relationship within clinical, internal, and external stakeholders.

- ENQUIRIES** : Technical Enquiries: Ms DJ Manaka Tel No: (012) 734 7000
HR Enquiries: Ms MB Mentoor Tel No: (012) 734 7000
- APPLICATIONS** : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Application are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
- CLOSING DATE** : 05 April 2024 @ 12 noon.

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 05 April 2024
- NOTE** : 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 10/209** : **CHIEF DIRECTOR: INFORMAL SETTLEMENT UPGRADING AND RAPID LAND RELEASE**
REF NO: REFS/019876
- 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 Built Environment. A minimum of 5 years' experience at Middle/Senior Management Level in Infrastructure Project Management. Registration with technical councils of SA 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 strategic direction on the development and monitor compliance of the Upgrading Informal Settlements policies, processes, and procedures. Provide strategic guidance in administration of Provincial Rapid Land Release and Informal Settlement Upgrading programmes. Manage the establishment and maintain stakeholder Relations. Manage and monitor the implementation of the Rapid Land Release Programme. Management of the business unit.

ENQUIRIES

: Ms A Mogaswa Tel No: (072) 313 8052

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

ERRATUM: Kindly note that the following post advertised in Public Service Vacancy Circular 09 dated 08 March 2024. The Professional Nurse with Midwifery (General) with Ref No: MBO 06/2024 (X5 posts) under **King Cetshwayo Health District {Mbongolwane District Hospital}**. The Reference number Ref No: MBO 06/2024 has been removed. The reference numbers have been amended as follows: HAST – Ref No: MBO 06/2024(a) (X1 Post); Medical - Ref No: MBO 07/2024(b) (X1 Post); Theatre - Ref No: MBO 08/204 (c) (X1 Post); Maternity - Ref No: MBO 09/2024 (d) (X2 Posts). The closing date of the post has been amended to 03 April 2024

OTHER POSTS

- POST 10/210** : **MEDICAL SPECIALIST GRADE 1/2/3 – (UROLOGY) REF NO: HRM 04/2024 (X2 POSTS)**
Directorate: King Edward VIII & ST Adain’s Hospitals
- 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 packages)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive packages)
Other benefits: 13th cheque, medical aid (optional), homeowner allowance on application- (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : King Edward VIII & ST Adain’s Hospitals
: MBCHB or equivalent, FC Urology (SA) OR equivalent plus Registration certificate as a Specialist with the HPCSA plus Current registration with HPCSA (2024/2025) plus Recommendation: Computer Literacy. **Grade 1:** none to less than 5 years actual experience as a Specialist after registration with the HPCSA. **Grade 2:** 5-10years actual experience as a Specialist after registration with the HPCSA. **Grade 3:** 10 years or more actual experience as a Specialist after registration with the HPCSA. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge, competence, and skills in Urology. Good communication skills, leadership and decision-making qualities. Ability to diagnose and manage common Urological problems. Ability to work in a multidisciplinary team and highly pressured environment. Rational use of resources. Sound knowledge of medical ethics. Knowledge of current health and public service legislation and policies
- DUTIES** : Render a comprehensive quality urological service and care to patients. Provide support to Head Clinical Unit in the management of the department, including human resources and financial resources. Perform and interpret urological procedures and studies. Maintain clinical, professional and ethical standards related to urological services rendered. Participate in quality improvement programs of the department. Actively participate in academic under and post-graduate urological programs and research (including clinical teaching). Perform outreach services when required. Rendering of after- hours service as required by the department. Perform other duties as determined by the Head of Clinical unit. Participation in commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr KB Bilenge Tel No: (031) 360 3854 (Senior Manger Medical Services)
: Hand delivered applications should be posted into the red box, next to the ATM in the Admin building. Please forward emailed applications to twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mrs NJ Garib (HR Department)
: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only. Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 03 April 2024
- POST 10/211** : **OPERATIONAL MANAGER SPECIALTY PHC GATEWAY CLINIC REF NO: ITSH 01/2024**
- SALARY** : R627 474 per annum. Other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)

<u>CENTRE REQUIREMENTS</u>	: Itshelejuba Hospital : National Senior Certificate (grade 12) or standard 10. Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as a General Nurse and Midwifery and primary Health Care Plus. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse and midwifery with SANC in General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in primary Health Care. Knowledge, Skills, Training and Competencies: understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Knowledge of all applicable Regulations, Acts and legislations such as Nursing Acts, mental Act, OH&S Act, Batho Pele principles and patients' rights charter, labour Relation Act, grievances procedures and finance policies etc. knowledge of Human Resource and Financial Management. Good communication, interpersonal relations, counselling, conflict management, and decision making skills. Leadership, supervisory, organisational, decision making, and problem solving, conflict handling and counselling. Demonstrate and understanding of Human Resource and Financial Management Policies and procedures.
<u>DUTIES</u>	: Implementation of Quality Improvement Plan. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor b staff performance according to EPMDS. Deal with disciplinary and grievances matters including monitoring and managing absenteeism. Evaluate and monitor compliance with clinical protocol norms and standards within the clinic. Facilitate the realization and maintenance of ideal clinic programme improvement plans. Ensure proper management of patient's safety incident and development quality improvement plans thereof. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate the attainment of norms and standards. Monitor and evaluate the care and management of all patients through clinical audit. Supervise and monitor implementation of PHC re-engineering. Monitor implementation of performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyse data and draw up quality improvement plan implementation plan. Facilitate planning, organisation and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Develop and facilitate strategies to achieve targets for priority programs as set on indicators. Ensure proper management of complaints, compliments and suggestions and develop quality improvement plans thereof.
<u>ENQUIRES APPLICATIONS</u>	: All enquiries should be directed to Mrs CN Mwelase Tel No: (034) 413 4000 : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital. Applicants are encouraged to use courier service since we are experiencing challenges with post office.
<u>NOTE</u>	: Directions to candidates, the following documents must be submitted: applications for Employments are required to complete and submit z83 form (obtainable at any Government Department or from website www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in column provided on the form Z83. Applications for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae. The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledge. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship, Verification of Educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (CIPC). The contents of this circular minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. 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.
<u>CLOSING DATE</u>	: 12 April 2024
<u>POST 10/212</u>	: <u>OPERATIONAL MANAGER NURSING GR1 (O&G) REF NO: MOSV 05/2023 (X1 POST)</u>
<u>SALARY</u>	: R627 474 per annum. Other Benefits :12% Rural Allowance.13th Cheque. Medical Aid (Optional), Home Owners/Housing Allowances (employee must meet requirements)
<u>CENTRE REQUIREMENTS</u>	: Mosvold District Hospital : Senior certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. One-year Post Basic Diploma in Advanced Midwifery and Neonatal Nursing Science. Registration Certificate with SANC as a and Midwifery, Current registration with SANC (2024). A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse of

which 5 years must be an appropriate recognizable experience after obtaining a one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Recommendations: Basic Computer Literacy. One-year Administration certificate in Nursing Management. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem solving and interpersonal skills within the limits of the Public Sector. Conflict Management and good negotiation skills. Knowledge of code of conduct and labour relations.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring the implementation of objectives of the institution. Ensure the implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Provide leadership in the implementation of the National Core Standards. Ensure Quality Data Management. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Ensure adherence to principles of IPC practices in the unit. Management of human resources and financial resources. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations. Manage all resources effectively and efficiently to ensure optimal service delivery. Manage staff performance through EPMDS and formulate training programmes for staff development. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.

ENQUIRIES : All enquiries should be directed to Mr. MK Khanyile Tel No: (035) 591 0122

APPLICATIONS : All applications must be addressed to Mosvold Hospital Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

NOTE : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 05 April 2024

POST 10/213 : **ASSISTANT NURSING MANAGER (GENERAL) REF NO: CJMH 03/2024**

SALARY : R627 474 per annum. Other benefits: 13th Cheque, medical aid (optional) housing allowance (employees must meet prescribed requirement). Medical Aid (Optional) 12% Rural Allowance

CENTRE : Charles Johnson Memorial Hospital

REQUIREMENTS : Senior certificate / Grade 12. Basic R425 qualification. (Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be appropriate / recognizable experience at management level. Current registration with SANC (2024). Only Z83 and Curriculum Vitae must be submitted. Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Occupational Health and Safety Act, Patients' Right Charter, Batho-Pele Principles, information management, Infection control, quality assurance etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Medical inpatient units. Participate in the analysis, formulation and

implementation and evaluation of nursing and medical guidelines, practices, standards and procedure. Manage Human Resource within the quality team in terms of EPMDS. Monitor and ensure proper utilization of financial and physical resources and evaluate the implementation of relevant prescript and legislation. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure quality health care for the service users. Implement the monitoring and evaluation of framework to ensure adherence to quality and ethical standards by all components. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues. Identify and manage clinical risk compliance with IPC protocols. Provide effective support to nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practise and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards as determined by relevant health facility.

ENQUIRES APPLICATIONS : Deputy Manager Nursing: Mrs TP Ndlovu Tel No: (034) 271 6405
 : Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za Charles Johnson Hospital, Lot 92 Hlubi Street, Nqutu, 3135.

NOTE CLOSING DATE : Due to financial constraints S&T and resettlement will not be paid
 : 05 April 2024

POST 10/214 : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: PMMH 02/2024 (X1 POST)**
 Component: Theatre

SALARY : R627 474 – R703 752 per annum. Other benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospita
 : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” with Midwifery. A post basic nursing qualification in ‘Operating Theatre Nursing Science’ with duration of at least 1 year accredited with SANC. Certificates of registration with SANC as a Professional Nurse and other relevant post basic qualification. Current registration with SANC (2024). Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Operating Theatre Nursing Science. Recommendation: Computer literacy. Knowledge, Skills Training and Competencies Required: Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, interpersonal, counselling and time management skills. Understanding of Human Resource needs and developments as well as financial policies and practices. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Ability to plan, organize own work, time and that of support personnel to ensure proper nursing care. Ability to formulate departmental service standards.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in Theatre, in conjunction with team members within professional and legal framework. Provide efficient and effective management and leadership in the unit. Ensure effective, efficient management of resources including staff, budgetary planning and procurement process. Supervise and monitor clinical competencies of staff ensuring that principles of nursing care are implemented. Ensure that disciplinary measures are implemented in accordance with Labour Relations Act. Ensure implementation of OHSC requirement. Promote a harmonious conducive working environment to enhance quality patient care. Facilitate and participate in development training and mentorship of staff and students. Develop, monitor and evaluate staff performance through EPMDS. Establish and maintain constructive working relationship with Nursing and other stakeholders. Formulate ward policies, guidelines, SOP's and protocols. Develop and implement strategies for Infection Prevention and Control in the unit. Conduct clinical audits and verify statistics. Strengthen ethics and professionalism in the unit. Monitor and control the quality of patient care. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS : Mrs RM Abboo Tel No: (031) 907 8518
 : Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.

FOR ATTENTION : Mr. MF Mlambo

NOTE : The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 05 April 2024

POST 10/215 : **OPERATIONAL MANAGER – WALTON CLINIC REF NO: LRH 17/2024 (X1 POST)**

SALARY : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospital rural allowance.

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree / Diploma in General Nursing and Midwifery. Plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care. Registration certificates with SANC IN General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care. Current registration with SANC (2024). A minimum of 9 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing, At least 5 years of the period mentioned above must be appropriate recognizable experience in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A Valid Driver's licence Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training, And Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. 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). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES : Mrs. N.G. Nkehli Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za / Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr S.L.Dlozi

<u>NOTE</u>	:	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. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	05 April 2024
<u>POST 10/216</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 – (UROLOGY) REF NO: HRM 03/2024 (X20 SESSIONS)</u>
<u>SALARY</u>	:	Grade 1: R585 000 per annum Grade 2: R667 000 per annum Grade 3: R772 000 per annum
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII & ST Adain's Hospitals MBCHB or equivalent, FC Urology (SA) or equivalent Plus. Registration certificate as a Specialist with the HPCSA Plus. Current registration with HPCSA (2024/2025) Plus. Grade 1: (0-5 years' experience). Grade 2: (5-10 years' experience). Grade 3: 10 years or more. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound clinical and surgical knowledge and experience in Urology. 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 doctors, students and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality tertiary urology services. Provide a full package of services including complex Urology cases. Support and assist junior urology trainees. Support clinical service delivery plans and priorities with hospital plans and priorities. Accept delegated responsibility from the Clinical Head of the Unit. Liaison with Clinical head regarding service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr K.B. Bilenge Tel No: (031) 360 3854 (Senior Manger Medical Services) Hand delivered applications should be posted into the red box, next to the ATM in the Admin building. Please forward emailed applications to twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mrs NJ Garib (HR Department) An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying
<u>CLOSING DATE</u>	:	03 April 2024
<u>POST 10/217</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR (TB COORDINATOR) GRADE 1 REF NO: KCD 02/2024</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum. Other benefits: 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	King Cetshwayo District Office Matric Certificate or Grade 12 (Senior Certificate), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. Minimum of 7 years appropriate/

recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Valid Drivers' License.

DUTIES

: Coordinate and facilitate planning for TB programme in the district. Monitor the implementation of strategies contained in the health programme plan. Oversee the reporting of notifiable Medical Condition by all institution and TB control programme in the district. Liaison with government and NGOs on issues relating to TB control programme. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Participate in an Operation Sukuma Sakhe Programmes. Provide support and mentoring to facilities within the district.

ENQUIRIES

: Mr MN Mbatha Tel No: (035) 787 6203

APPLICATIONS

: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

FOR ATTENTION

: Mr MTR Nzuzza

NOTE

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 7Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE

: 05 April 2024

POST 10/218

: **CLINICAL NURSE PRACTITIONER GRADE 1&2 DRIEFONTAIN CLINIC REF NO: LRH 18/2024 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
: Grade 2: R528 696 – R645 720 per annum
Other Benefits 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.

CENTRE

: Ladysmith Regional Hospital (Primary Health Care)

REQUIREMENTS

: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2024 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus, Clinical Nursing Science, Health Assessment Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

DUTIES

: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits Initiate treatment, implementation

of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

**ENQUIRIES
APPLICATIONS**

: Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za
: [/Nkosinathi.siyaya@kznhealth.gov.za](mailto:Nkosinathi.siyaya@kznhealth.gov.za) or be posted to: The Human Resource Management,
Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 05 April 2024

POST 10/219

: **CLINICAL NURSE PRACTITIONER GRADE 1&2 ACCACIAVILLE CLINIC REF NO: LRH 19/2024 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
: Grade 2: R528 696 – R645 720 per annum
: Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2024 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus, Clinical Nursing Science, Health Assessment Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

DUTIES

: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

**ENQUIRIES
APPLICATIONS**

: Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za
: [/Nkosinathi.siyaya@kznhealth.gov.za](mailto:Nkosinathi.siyaya@kznhealth.gov.za) or be posted to: The Human Resource Management,
Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

**FOR ATTENTION
NOTE**

: Mr S.L.Dlozi
: 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. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 05 April 2024
- POST 10/220** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 GATEWAY CLINIC REF NO: LRH 20/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
: Grade 2: R528 696 – R645 720 per annum
: Other Benefits 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2024 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus, Clinical Nursing Science, Health Assessment Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.
- ENQUIRIES APPLICATIONS** : Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za /Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
- FOR ATTENTION NOTE** : Mr S.L.Dlozi
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial

constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 05 April 2024
- POST 10/221** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 STEADVILLE CLINIC REF NO: LRH 21/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2024 Receipt). Registration certificates with SANC in General Nursing and Midwifery Plus, Clinical Nursing Science, Health Assessment Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.
- ENQUIRIES APPLICATIONS** : Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za /Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
- FOR ATTENTION NOTE** : Mr S.L.Dlozi.
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 05 April 2024
- POST 10/222** : **PROFESSIONAL NURSE SPECIALTY (ORTHOPAEDICS) REF NO: CJMH 04/2024**
- SALARY** : R431 265 per annum. Other Benefits: 13th Cheque, medical aid (optional) housing allowance (employees must meet prescribed requirement). Medical Aid (Optional) 12% Rural Allowance

<u>CENTRE REQUIREMENTS</u>	: Charles Johnson Memorial Hospital : Senior Certificate / Grade 12. Diploma / Degree in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS a post Basic qualification in Orthopedics Nursing with a duration of at least one year accredited with SANC. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a professional nurse with the SANC in General nursing. Current registration with the SANC as General Nurse and relevant Specialty (2024 receipt). Only Z83 and Curriculum Vitae must be submitted. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures. Sound knowledge of scope of practice. Problem solving skills. Knowledge of Batho Pele and Patients charter principles. Good communication skills- verbal written. Knowledge of SANC rules and regulation and other relevant public service legislations, prescripts and policies.
<u>DUTIES</u>	: Execute duties and function with proficiency and within prescripts of applicable legislations. Render quality nursing care in Orthopedics clinics. To develop and ensure implementation of Nursing Care Plans. To participate in clinical audits. Ensure proper utilization of human, material and financial resources and updated records thereof. Supervision of patients records to ensure accurate and complete patient records. Support the Operational Manager in ensuring the implementation of infection control and presentation policies in the unit. Assist with performance reviews (EPMDS). Supervision the performance of junior staff so as to enhance/promote quality patient care. Teach and supervise student nurses allocated in an Orthopedics ward. To coordinate orthopedic patients care activities, assess needs and prevent orthopedics complications.
<u>ENQUIRES APPLICATIONS</u>	: Deputy Manager Nursing: Mrs TP Ndlovu Tel No: (034) 271 6405 : Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za Charles Johnson Hospital, Lot 92 Hlubi Street, Nqutu, 3135.
<u>NOTE CLOSING DATE</u>	: Due to financial constraints S&T and resettlement will not be paid. : 05 April 2024
<u>POST 10/223</u>	: <u>PROFESSIONAL NURSE SPECIALTY (EMERGENCY & TRAUMA) REF NO: CJMH 05/2024 (X1 POST)</u>
<u>SALARY</u>	: R431 265 – R497 193 per annum. Other benefits: 13th Cheque Rural Allowance is compulsory Homeowner's allowance must meet Prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Charles Johnson Memorial Hospital : Grade 12/Senior certificate. An appropriate B Degree/Diploma in General nursing. Post basic diploma in Trauma & Emergency Nursing Science or Orthopedic Nursing science. Minimum of 4 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General nursing with 1 year post basic qualification in Trauma & Emergency Nursing Science. Current registration with SANC – 2024. Only Z83 and Curriculum Vitae must be submitted. Knowledge, Skills Training and Competencies Required: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public sector and institutional policy framework. Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework. Ability to formulation patient's care related policies, vision, mission and objectives of the component. Communication and interpersonal skills including Public Relations, negotiating, coaching, conflict handling and counselling skills Financial and Budgetary. Knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining relevant resources under programmes. Willingness to work shift, day and night duty, weekends and Public holidays. Competencies (knowledge/ skills). Good communications and interpersonal skills. Planning and organizational skills.
<u>DUTIES</u>	: Provide optimal, holistic specialized nursing care with set standards and a professional/legal growth. Provide comprehensive, quality nursing care to patient/clients in a specialty unity in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objective of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement and expectation (Batho Pele). Able to manager clients during disaster and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patient, 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's satisfaction. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and 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 hygiene environment. Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial management policies and procedures. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.
<u>ENQUIRIES APPLICATIONS</u>	: Deputy Manager Nursing: Mrs TP Ndlovu Tel No: (034) 271 6405 : Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za Charles Johnson Hospital, Lot 92 Hlubi Street, Nqutu, 3135.

NOTE : Due to financial constraints no S & T and resettlement will not be paid.

CLOSING DATE : 05 April 2024

POST 10/224 : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO: MOSV 05/2024 (X1 POST)**

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, 13 cheque, Housing allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Mosvold District Hospital

REQUIREMENTS : Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2024) as General Nurse, midwife and operating theatre. **Grade 1:** Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year Post Basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.

DUTIES : Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ethical Standards and self-Development. To take charge of the unit during the absence of Operational Manager and to manage the unit accordingly. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.

ENQUIRIES : All enquiries should be directed to Mr. MK Khanyile Tel No: (035) 591 0122

APPLICATIONS : All applications must be addressed to Mosvold Hospital, Private Bag X02211 Ingwavuma 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

NOTE : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 05 April 2024

<u>POST 10/225</u>	:	<u>PROFESSIONAL NURSE SPECIALTY STREAM (ADVANCED MIDWIFERY) REF NO: MOSV 06/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 12 % Rural Allowance.13th Cheque. Housing Allowance (employee must meet prescribed requirements), Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	Mosvold District Hospital
	:	Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC (2024) as a General Nurse and advance Midwifery. Required Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Maternity after obtaining the 1-year Post Basic qualification in Midwifery and Neonatal Nursing Science. Knowledge, Skills and Competences Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills. Knowledge of public services policies Act, and Regulations. Knowledge of Labour Relations Act, disciplinary and grievances procedures. Knowledge of Nursing Act, Occupational Health and Safety Act off 1995.Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct, Ability to work independently in all sections of the unit.
<u>DUTIES</u>	:	Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process. Ensure proper utilization of the resources and exercise care of the Government Property including Human Resources. Compile and analyse monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality. To take charge of the unit during the absence of Operational Manager and to manage the unit accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Mr. MK Khanyile Tel No: (035) 591 0122
	:	All applications must be addressed to Mosvold Hospital, Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	05 April 2024

<u>POST 10/226</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: MOSV 07/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance 13th Cheque, Housing Allowance (employee must be prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Mosvold District Hospital: (Ndumo Clinic, Mobile 3 Clinic & Kwambuzi Clinic) Senior Certificate/ Grade 12 or Equivalent qualification. Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration (2024) with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Experience as a General Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience as General Nurse. Grade 2: A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC re-engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care. Be able to implement the institutional major incident (disaster) plan as required. 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. Participate in the analysis and formulation of nursing SOP's and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the facility effectively and efficiently to ensure optimum service delivery. Prevent and participate in management of complains and patient safety incidents.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Ms. BNN Nyasengo Tel No: (035) 591 0122 All applications must be addressed to Mosvold Hospital Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	05 April 2024

<u>POST 10/227</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (ZWELIBOMVU CLINIC) REF NO: KDC 28/2023</u> Cluster: Primary Health Care
<u>SALARY</u>	:	R431 265 per annum, (all inclusive). Plus 13th Cheque, Medical Aid (optional), Homeowners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Kwadabeka Community Health Centre Standard 10/Grade 12 Certificate or equivalent qualifications. Diploma/Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post-basic qualification with a duration of one (1) year in Clinical Nursing Science, Health assessment, Treatment and Care) accredited with the SANC. Registration with SANC as Professional Nurse in General and Midwifery. A minimum of 4 years appropriate/recognizable experience after registration as a General Nurse and Midwife. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only) Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Good interpersonal relationship skills and listening skills. Conflict, grievance and complaints management skills. Organization, planning and co-ordination skills. Be able to function within a multidisciplinary team. Ability to understand and implement patient care related, Guidelines and Policies. Sound knowledge of the health programmes implemented at PHC level. Sound knowledge of the National core Standards and Ideal clinic realization management. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing and data management.
<u>DUTIES</u>	:	Assist and deputize the Operational Manager with overall management of staff and patients and other administrative issues. Work as part of a multidisciplinary team to ensure quality patient care. Implement and advocate for preventive and promotive health initiatives in the facility and communities serviced by the CHC. Ensure accurate recording and maintain updated records of patients progress. Plan and organize own work and that of support personnel to ensure proper nursing care in the area of practice. Ensure prompt clinical intervention to clients using prescribed updated National Guidelines and Protocols. Ensure programme specific data collected, accurate and submitted timeously to the next level. Ensuring 90/90/90 strategy is implemented and set targets are achieved. Participate in all PHC activities aiming towards improvement of service delivery. Participate in multi-disciplinary team and quality assurance activities. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through provision of innovative nursing care. Be prepared to be allocated on a rotational basis the CHC including weekends, Public holidays and night duty.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs ZT Mazeka Tel No: (031) 201 2464 All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, P O Box 371, Clernaville, 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College). Alternatively can be email to: KwadabekaCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only). 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 and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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 submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	03 April 2024
<u>POST 10/228</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP02/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum, rural allowance 8% Grade 2: R528 696 – 645 720 per annum, rural allowance 8% Other benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital (Mobile Clinic) Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and

Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate. Experience: **Grade 2:** minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competencies Require: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.

DUTIES

: Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease Prevention curative and rehabilitation services. Provision of administration services. PHC Ward Base Outreach Team Leader supervising Enrolled nurses and CHW under span of control. Conduct supportive Work Integrated Learning with CHW's Conduct household profiling within the allocated catchment area. Develop household individual client records and monitoring. Conduct Health promotion and disease prevention at facility and community level. Conduct health screening for early identification on Non communicable and communicable diseases. Provide Maternal Child and Women's Health preventative services at household and outreach services. Provide disease prevention campaigns include Vaccine preventable diseases. Support the Early Child development centres by provision of prevention and early interventions to improve child health outcomes. Participate in the Youth Friendly activities as part of AYFS package. Support with the identification and development of Philamntwana centres per wards and monitor functionality. Participate in the HAST programmes through the implementation preventive strategies to achieve 95-95-95 targets (MMC, Condom distribution, HTS, ART, Prep, TPT and TB treatment and others). Safeguard medical equipment allocated to your team. Ensure functionality of medical equipment of all teams. Ensure the use of vehicles allocated as per fleet management policy. Participate in quality, monitoring and evaluation of PHC programmes. Support operation Siyabalanda (Welcome Back Campaign) for Loss to follow up clients on chronic medication and child health include EPI. Participate in the outreach activities and campaigns with other stakeholders as part Operation Sukuma Sakhe. Participate in weekly nerve centre meetings. Consolidate monthly data and submit to Operational manager. Participate facility monthly information meetings with input of outreach team's indicators. Support Facility manager with other activities as per operational plan activities.

ENQUIRIES
APPLICATIONS

: Mrs. GN Nkosi Tel No: (034) 331 3011
: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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 reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. 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. 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 Please note that no resettlement /S&T payments will be considered for payment. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity target 1st male African.

CLOSING DATE

: 05 April 2024

POST 10/229

: **CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP01/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum rural allowance 8%
Grade 2: R528 696 – R645 720 per annum Rural allowance 8%
Other benefits: 13th Cheque/ Service Bonus Medical Aid: Optional, Homeowners Allowance (employee must meet prescribed requirements).

CENTRE

: Niemeyer Memorial Hospital (Gateway Outreach)

REQUIREMENTS

: Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate. Experience: **Grade 2:** minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competencies Require: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.

DUTIES

: Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease Prevention curative and rehabilitation services. Provision of administration services. PHC Ward Base Outreach Team Leader supervising Enrolled nurses and CHW under span of control. Conduct supportive Work Integrated Learning with CHW's Conduct household profiling within the allocated catchment area. Develop household individual client records and monitoring. Conduct Health promotion and disease prevention at facility and community level. Conduct health screening for early identification on Non communicable and communicable diseases. Provide Maternal Child and Women's Health preventative services at household and outreach services. Provide disease prevention campaigns include Vaccine preventable diseases. Support the Early Child development centres by provision of prevention and early interventions to improve child health outcomes. Participate in the Youth Friendly activities as part of AYFS package. Support with the identification and development of Philamntwana centres per wards and monitor functionality. Participate in the HAST programmes through the implementation preventive strategies to achieve 95-95-95 targets (MMC, Condom distribution, HTS, ART, Prep, TPT and TB treatment and others). Safeguard medical equipment allocated to your team. Ensure functionality of medical equipment of all teams. Ensure the use of vehicles allocated as per fleet management policy. Participate in quality, monitoring and evaluation of PHC programmes. Support operation Siyabalanda (Welcome Back Campaign) for Loss to follow up clients on chronic medication and child health include EPI. Participate in the outreach activities and campaigns with other stakeholders as part Operation Sukuma Sakhe. Participate in weekly nerve centre meetings. Consolidate monthly data and submit to Operational manager. Participate facility monthly information meetings with input of outreach team's indicators. Support Facility manager with other activities as per operational plan activities.

ENQUIRIES

: Mrs. GN Nkosi Tel No: (034) 331 3011

APPLICATIONS

: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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 reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. 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. 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 Please note that no resettlement /S&T payments will be considered for payment. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity target 1st male African.

CLOSING DATE

: 05 April 2024

POST 10/230

: **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: MAD 06/2024 (X4 POSTS)**

SALARY

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

		Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and Housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital
	:	Diploma / Degree in General Nursing. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Maintain a constructive working relationship with nursing and other stakeholders. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Attend to meetings, workshops and training programs as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms. R.M Sithole Tel No: (034) 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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. EE Target (African Male)
<u>CLOSING DATE</u>	:	05 April 2024
<u>POST 10/231</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ICU) REF NO: MAD 07/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital
	:	Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for

patients, staff and public. Participate in staff development using EPMSD System and other work related programmes and training.

ENQUIRIES : Ms. R.M Sithole Tel No: (034) 328 8137
APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
FOR ATTENTION : The Recruitment Officer
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, 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. EE Target (African Male)

CLOSING DATE : 05 April 2024

POST 10/232 : **CLINICAL NURSE PRACTITIONER (HIGH TRANSMISSION AREA (HTA) REF NO: KCD 03/2024**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R695 720 per annum
13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

CENTRE : Umlalazi Sub-district 1 CNP (Eshowe hospital)
Umhlathuze Sub-district 3 CNP (Ngwelezana Hospital)
Mthonjaneni Sub-district 2 CNP.

REQUIREMENTS : **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2024). **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2024).

DUTIES : Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. Participate in quality improvement programmed and clinical audits. Identify risks and develop risk management systems for patient care. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts. Maintain accurate and complete patient records according to the legal requirement Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline. Manage and supervise effective utilization of all allocated resources. Implement and monitor infection prevention and control protocols. Provision of effective and efficient information management systems. Maintain constructive working relations with nursing and other members of the multidisciplinary team.

ENQUIRIES : Mr MN Mbatha Tel No: 035 787 6203
APPLICATIONS : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. 7. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

FOR ATTENTION : Mr MTR Nzusa
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided

on the form Z.83. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

- CLOSING DATE** : 05 April 2024
- POST 10/233** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 03/2024 (X8 POSTS)**
Component: Theatre
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” with Midwifery. A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2024). Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience: **Grade 2:** A minimum of 14 years appropriate/ recognizable 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/ recognizable experience in the specific specialty (i.e. Operating Theatre Nursing Science) after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: Computer literacy. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs RM Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.
- FOR ATTENTION NOTE** : Mr. MF Mlambo
: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form ‘Application for employment’ (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The ‘Reference Number’ and ‘Position’ for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e. Phone or Tablet. The system has the following functionality: - All adverts are available for viewing by the public through the address

www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).

CLOSING DATE

: 05 April 2024

POST 10/234

: **CLINICAL NURSE PRACTITIONER (SAMUNGU CLINIC) REF NO: MBO 08/2024 (X1 POST)**

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
: Senior certificate/Matric or equivalent. 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 receipt). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor and certificate of service endorsed and stamped by HR Office. Experience: **Grade1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. Experience: **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 Years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care 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 APPLICATIONS

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

: 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. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, 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.

- CLOSING DATE** : 03 April 2024
- POST 10/235** : **CLINICAL NURSE PRACTITIONER (OSUNGULWENI CLINIC) REF NO: MBO 09/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R 528 696 – 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
Senior certificate/Matric or equivalent. 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 receipt). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor and certificate of service endorsed and stamped by HR Office. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. Experience: **Grade 2:** A minimum of 14 years appropriate / recognizable Experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 Years must be appropriate / recognizable experience after Obtaining the one year post basic qualification in Primary Health Care. 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 APPLICATIONS** : Mr VH Zikhali - (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005
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** : 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. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, 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.
- CLOSING DATE** : 03 April 2024

POST 10/236 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: ITSH 02/2024 (X5 POSTS)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefit: 13 cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (optional)

CENTRE REQUIREMENTS : Itshelejuba Hospital- Altona Clinic, Belgrade Clinic, Kwankundla Clinic, and Pongola Clinic (2)
: Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/recognizable Nursing Experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experiences after registration as a Professional Nurse with the SANC in General Nursing. At least ten (10) of period must be appropriate/recognizable nursing experience in PHC after obtaining the one year post basic qualification for the relevant specialty. Knowledge, Skills and Competences: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health Safety Act. Display a concern for patients, promoting and advocating report treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

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

ENQUIRIES APPLICATIONS : All enquiries should be directed to Mrs CN Mwelase Tel No: (034) 413 4000
: All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital. Applicants are encouraged to use courier service since we are experiencing challenges with post office.

NOTE : Directions to candidates, the following documents must be submitted: applications for Employments are required to complete and submit z83 form (obtainable at any Government Department or from website- www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in column provided on the form Z83. Applications for employment are not required to submit copies of qualification and other relevant documents on application but must submit z83 form and detailed Curriculum Vitae. The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship, Verification of Educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (CIPC). The contents of this circular minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. It is the Department's intention 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.

CLOSING DATE : 12 April 2024

POST 10/237 : **DIAGNOSTIC RADIOGRAPHER GRADE1&2 REF NO: CJMH 02/2024**
Component: Diagnostic Section

SALARY : Grade 1: R359 622 - R408 201 per annum
Grade 2: R420 015 - R477 771 per annum

<u>CENTRE REQUIREMENTS</u>	: Other benefits: Rural Allowance 17% : Charles Johnson Memorial Hospital : Appropriate qualification that allows registration with HPCSA as a Radiographer. Registration certificate with HPCSA as a diagnostic radiographer. Previous and current experience endorsed and stamped by HR must be submitted on interview. Current registration as Radiographer (2024). Experience Required: Grade 1: Requires appropriate qualification plus registration with HPCSA as a Radiographer. Grade 2: Requires appropriate qualification registration certificate plus as a 10 years' experience after registration with the HPCSA as a Radiographer. Recommendation: Basic computer knowledge. Knowledge, Skills, Competencies and Training Required: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of sound radiation control and safety. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts.
<u>DUTIES</u>	: Provide high quality diagnostic radiography services. Execute all clinical procedures. Completely to prevent complications. Provide a 24 hour diagnostic radiography service. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography staff and community service radiography. Perform Employee Performance and Development (EPMDS) of junior staff as required. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. TIW Khumalo Tel No: (034) 271 6404 : All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office: Lot 92 Hlubi Street C. J. M. Hospital Nqutu, 3135.
<u>FOR ATTENTION NOTE</u>	: Human Resource Manager : Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za . Detailed Curriculum Vitae with full record of service. Due to cost containment no S&T or relocation expenses will be paid. those who had previously applied need to re- apply. No late applications beyond 16h00 of the closing date will be considered.
<u>CLOSING DATE</u>	: 05 April 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.

<u>APPLICATIONS</u>	: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	: Ms N Cele
<u>CLOSING DATE</u>	: 05 April 2024
<u>NOTE</u>	: 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: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

<u>POST 10/238</u>	: <u>DIRECTOR: ECONOMIC CLUSTER (SCM) REF NO: KZNPT 24/03</u>
<u>SALARY</u>	: R1 162 200 per annum, (all-inclusive package), (a remuneration package)
<u>CENTRE</u>	: KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	: A Recognized NQF level 7 Bachelor's Degree or higher qualification in SCM, Law or Commerce. SMS Pre-Entry Certificate prior to employment - please access this website for more information https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme . A minimum of 5 years' in middle management experience in a Supply Chain Management 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: Develop and manage the implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in all Provincial Departments, Municipalities and Public Entities. Develop and

oversee the monitoring, evaluation and the reporting on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Manage the provisioning of SCM support to in all Provincial Departments, Municipalities and Public Entities. Oversee the consolidation and reporting on all transversal SCM matters in departments, municipalities and public entities. Manage resources of the Sub-directorate.

DUTIES

: Develop and manage the implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in all Provincial Departments, Municipalities and Public Entities. Develop and oversee the monitoring, evaluation and the reporting on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Manage the provisioning of SCM support to in all Provincial Departments, Municipalities and Public Entities. Oversee the consolidation and reporting on all transversal SCM matters in departments, municipalities and public entities. Manage resources of the Sub-directorate.

ENQUIRIES

: Ms. T Mlawu Tel No: (033) 897 4557

POST 10/239

DIRECTOR: TECHNICAL AND STRATEGIC EXECUTIVE SUPPORT SERVICES REF NO: KZNPT 24/04

SALARY

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

CENTRE

: KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS

: A Recognized NQF Level 7 BCom. or B Compt or relevant qualification. (with Accounting and Auditing as majors). Membership of Institute of Internal Auditors South Africa (IIA SA). SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' in middle management experience in an Internal Auditing/ internal auditing quality assurance reviews 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: Deep understanding of The IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Knowledge of the Risk Management Framework. Framework for Managing Programme Performance Information. Knowledge of the workings of Audit Committees. Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: The Constitution of RSA, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), General Recognised Accounting Principles, MTEF budget compilation and analysis. Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing. Project planning and management. Change management. Time management. Policy development. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Computer Skills (MS Office; Audit Software/Team Mate).

DUTIES

: Manage the provisioning of quality assurance and technical support services in terms of legislative mandates. Ensure the provisioning of Audit Committee Secretariat Services. Oversee the provisioning of Research Support. Manage the internal audit suppliers' services. Oversee the provisioning of Internal Audit Systems Support. Manage the resources of the directorate.

ENQUIRIES

: Ms. K Nkgabutle Tel No: (033) 897 4429

POST 10/240

DIRECTOR FINANCIAL AUDITS REF NO: KZNPT 24/13

SALARY

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

CENTRE

: KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS

: A Recognized NQF Level 7 or higher qualification in Accounting or related field. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' in middle management experience in an Auditing environment. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution. PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles. Modified Cash Standards. MTEF budget compilation and analysis. Internal Auditing techniques. Enterprise Risk Management. Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Statistical and quantitative analysis. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities. Maintain high standard of honesty, objectivity, diligence and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet.

DUTIES

: Ensure the development and revision of project plans, methodologies, policies and procedure manuals for financial audits for the province based on the results of the provincial risk

assessments. Manage the implementation of the financial audit project plans, policies, methodologies and procedure manuals. Ensure the provision of value adding recommendations to improve the provincial institutions financial performance and monitor the implementation thereof. Ensure the facilitation of training, development and support programmes on areas of financial auditing and governance to provincial and local departments/ institutes. Manage relationships with client management and other internal and external stakeholders. Ensure the reporting of financial audit activities to the relevant stakeholders. Ensure the effective and efficient management of resources.

ENQUIRIES : Ms. K Nkgabutle Tel No: (033) 897 4429

POST 10/241 : **DIRECTOR: PROVINCIAL BUDGET REF NO: KZNPT 24/37**

SALARY : R1 162 200 per annum, (all-inclusive package), (a remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year Recognized NQF level 7 Bachelor's Degree or higher qualification in Economics, Public Finance or related field. SMS Pre-Entry Certificate prior to employment please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' middle management experience as a Budget Co-ordinator or Budget Analyst in a public finance field (e.g. financial management, revenue and expenditure management and budgeting systems). Skills, Knowledge and Competencies: Knowledge of Treasury Regulations. Division of Revenue 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). Republic of South Africa Constitution. Public Service Act. Employee Performance and Management System. Project Management Principles.

DUTIES : Analyse expenditure trends against budget, compile and submit consolidated expenditure reports. Oversee the process to compile the Adjustments Estimate for the province, draft the Adjustments Appropriation Bill and provide input into the Adjustments Budget speech. Oversee the processes to compile the Estimates of Provincial Revenue and Expenditure for the Province, draft the main Appropriation bill and provide input into the speech. Manage, assess and control the implementation of the provincial budget – Compliance to the PFMA. Manage the development and implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Ms. T Stielau Tel No: (033) 897 4308

OTHER POST

POST 10/242 : **RISK MANAGEMENT PRACTITIONER: MUNICIPALITIES & MUNICIPAL ENTITIES RISK REF NO: KZNPT 24/44 (X7 POSTS)**

SALARY : R359 517 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A relevant NQF level 6 or higher qualification with Financial Accounting/ Auditing/ Risk Management as majors. A minimum of 1 year experience in a Risk Management/ Internal Auditing/ Internal control 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: Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to Internal Audit: Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Public Service Financial and other System's, Standards for the Professional Practices of Internal Auditing, KZN Provincial Internal Audit Unit Methodology, General Recognized Accounting Principles, Generally Accepted Accounting Principles, Risk NT/PT Risk Management Framework, Risk Management, Operating and reporting procedures and work environment in the public service, Human Resource Management Practices and service delivery (Batho Pele). Planning and organising. Problem solving. Research. Analytical and quantitative methods. Computer literacy. Time management. Minute taking. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Management. Self-disciplined and able to work under pressure with minimum supervision. Policy analysis.

DUTIES : Assist with the development of norms and standards on risk management and internal audit. Assist with the monitoring, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standard. Assist with provisioning of support and capacity building. Assist with the development and maintenance of provincial risk register.

ENQUIRIES : Mr. P Moloi Tel No: (033) 8974665
APPLICATIONS : Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 Pietermaritzburg, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 Applications can also be submitted via the e-services system, please access this website on 'eservices.gov.za'.

FOR ATTENTION : Mr. M Mabaso

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 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. Preferences: African Males, African Females and people with disabilities who meet the requirements.

CLOSING DATE

: 05 April 2024

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 03 April 2024

NOTE : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

POST 10/243 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: NCDOH 38/2024 (X1 POST)**

SALARY : R1 288 095 per annum

CENTRE : Namakwa District

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as Medical Practitioner. Experience: Grade 1: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner.

DUTIES : Supervise and train personnel on key aspects of surgery. Supervise the integration and extension of clinical services at both hospital and district level. Supervise the number of patients treated on elective and urgent basis at hospital and reduce the mortality and morbidity cause by surgical conditions. Audit and improve the quality of the clinical service.

ENQUIRIES : Dr DG Theys Tel No: (053) 8302 100

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za

POST 10/244 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: NCDOH 39/2024 (X1 POST)**

SALARY : R990 066 – R1 145 748 per annum, (all-inclusive package)

CENTRE : Frances Baard Health District Office

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Skills Profile: Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Mr. M Joka, Tel No: (053) 861 4770

APPLICATIONS : Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.

POST 10/245 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: 40/2024 (X4 POSTS)**

SALARY CENTRE : R683 838 per annum
: Sol Plaatjie Sub-District
: Phokwane Sub-District
: Dikgatlong Sub-District
: Magareng Sub-District

REQUIREMENTS : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) A valid B (08) driver's license is an inherent requirement. Experience: A minimum of 10 years; appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (Knowledge/Skills): Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e., Ms Word, Excel, PowerPoint, and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols.

DUTIES : To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Oversee provincial personnel in Local Authority facilities. Ensure submission of day, weekly, monthly, quarterly, and annual reports. General administration duties and management soft skills is mandatory.

ENQUIRIES APPLICATIONS : Mr. M Joka Tel No: (053) 861 4770
: Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.

POST 10/246 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 41/2024 (X1 POST)**

SALARY CENTRE : R683 838 per annum
: Galeshewe Day Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse specialty. A post basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care). Experience: A minimum of 10 years; appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (Knowledge/Skills): Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e., Ms Word, Excel, PowerPoint, and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols.

DUTIES : Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed

norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.

ENQUIRIES : Mr. M Joka Tel No: (053) 861 4770
APPLICATIONS : Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.

POST 10/247 : **HEAD OF DEPARTMENT (NURSING COLLEGE) REF NO: NCDOH 42/2024 (X2 POSTS)**

SALARY : R645 720 per annum
CENTRE : Henrietta Stockdale Nursing College
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Registration with SANC in Nursing Administration. A Master's in Nursing will be an added advantage. Experience: **Grade 1:** A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 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.

DUTIES : Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff.

ENQUIRIES : Dr OR Appolus Tel No: (053) 831 3707
APPLICATIONS : Applications must be e-mailed to info.hsn@gmail.com or hand delivered at Henrietta Stockdale College. Applicants must complete an application register when an application is hand delivered

POST 10/248 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 43/2024 (X7 POSTS)**

SALARY : R627 474 – R703 752 per annum
CENTRE : Longlands PHC
Windsorton PHC
Galeshewe Day Hospital
Ma-Doyle PHC
Mataleng PHC
Valspan PHC
Kimberley Mobile

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse. Post Basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: Minimum of 9 years' experience appropriate/recognisable nursing experience after registration Professional Nurse with the SANC in General Nursing. At least 5 years of the referred to above must be Appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. Competencies (Knowledge/Skills): Extensive knowledge in General Nursing and the relevant Nursing Specialty. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills.

DUTIES : Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention

initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.

ENQUIRIES : Mr. M Joka Tel No: (053) 861 4770
APPLICATIONS : Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.

POST 10/249 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY) REF NO: NCDOH 44/2024 (X1 POST)**

SALARY : R627 474 – R703 278 per annum
CENTRE : Frances Baard Health District (Galeshewe Day Hospital)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent Requirement of the Job: Must be willing to perform after-hour and weekend duties. Competencies (Knowledge/Skills): Extensive knowledge in General Nursing and the relevant Nursing Specialty. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills.

DUTIES : Collect, provide and use relevant information for the enhancement of service delivery. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Participate in and encourage nursing research. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business management principles. Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department.

ENQUIRIES : Mr. M Joka Tel No: (053) 861 4770
APPLICATIONS : Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.

POST 10/250 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY) REF NO: NCDOH 45/2024**

SALARY : R627 474 – R724 278 per annum
CENTRE : Frances Baard Health District (Galeshewe Day Hospital)
REQUIREMENTS : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Trauma and Emergency. Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material, and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide, and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.

ENQUIRIES : Mr. M Joka Tel No: (053) 861 4770
APPLICATIONS : Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.

POST 10/251 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY) REF NO: NCDOH 46/2024**

SALARY : R627 474 – R724 278 per annum

<u>CENTRE REQUIREMENTS</u>	: Frances Baard Health District (Galeshewe Day Hospital) : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent Requirement of the Job: Must be willing to perform after-hour and weekend duties. Competencies (Knowledge/Skills): Extensive knowledge in General Nursing and the relevant Nursing Specialty. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills.
<u>DUTIES</u>	: Collect, provide and use relevant information for the enhancement of service delivery. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Participate in and encourage nursing research. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business management principles. Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. M Joka Tel No: (053) 861 4770 : Applications must be e-mailed to nchealth-hrfd@ncpg.gov.za, hand delivered at 119 Green Street, Riveira, Kimberley. All applicants must complete an application register when an application is hand delivered.
<u>POST 10/252</u>	: <u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) GRADE 1 REF NO: NCDOH 47/2024 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R627 474 – R703 752 per annum : Pofadder CHC (X1 Post) : Vioolsdrift Clinic (X1 Post)
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e. R48). Registration with the SANC as Professional Nurse. Experience: Grade 1: Minimum of 9 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant speciality.
<u>DUTIES</u>	: Ensure provision of quality comprehensive community health care. Provision of administrative services. Provision of educational services. Provision of clinical services. Render quality health services.
<u>ENQUIRIES APPLICATIONS</u>	: Mr D. Grootboom Tel No: (027) 712 1601 : Applications must be e-mailed to namakwahealthhrm@gmail.com, hand delivered to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. All applicants must complete an application register when an application is hand delivered.
<u>POST 10/253</u>	: <u>NURSING LECTURER GRADE 1-2 REF NO: NCDOH 48/2024 (X13 POSTS)</u>
<u>SALARY CENTRE</u>	: R431 265 - R683 838 per annum : Henrietta Stockdale Nursing College
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse Post basic qualification in Nursing Education registered with the SANC. Registration with the SANC in Nursing Administration. A master's in nursing will be an added advantage. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate/recognisable 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/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education.
<u>DUTIES</u>	: Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Implement assessment strategies to determine learner's competencies. Exercise control over students. Support the mission and promote the image of the college.
<u>ENQUIRIES</u>	: Dr OR Appolus Tel No: (053) 831 3707

<u>APPLICATIONS</u>	:	Applications must be e-mailed to info.hsnc@gmail.com or hand delivered at Henrietta Stockdale College. Applicants must complete an application register when an application is hand delivered.
<u>POST 10/254</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1-3: NCDOH: REF NO: NCDOH 49/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R169 737 – R255 087 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Springbok and Loeriesfontein
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant. Registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant. Registration with the HPCSA as Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the HPCSA as Basic Ambulance Assistant Grade 3: None after registration with the HPCSA as Ambulance Emergency Assistant.
<u>DUTIES</u>	:	Perform administrative functions associated with daily tasks. Effective pre-hospital emergency care service. Maintenance of emergency vehicle, equipment and Facility (Bases). EMS P1 urban responses under 15 minutes. EMS P1 rural responses under 40 minutes.
<u>ENQUIRIES</u>	:	Mr D. Grootboom, Tel No: (027) 712 1601
<u>APPLICATIONS</u>	:	Applications must be e-mailed to namakwahealthhrm@gmail.com, hand delivered to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. All applicants must complete an application register when an application is hand delivered.
<u>POST 10/255</u>	:	<u>NURSING ASSISTANT GRADE 1-3 REF NO: NCDOH 50/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	R157 761 - R264 948 per annum
<u>CENTRES</u>	:	Joe Slovo CHC, Fraserburg CHC, Okiep Clinic
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Nursing Assistant. Registration with SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilisation of resources.
<u>ENQUIRIES</u>	:	Mr D. Grootboom Tel No: (027) 712 1601
<u>APPLICATIONS</u>	:	Applications must be e-mailed to namakwahealthhrm@gmail.com, hand delivered to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. All applicants must complete an application register when an application is hand delivered.

**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 10/256 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R239 682 per annum
Grade 2: R277 398 per annum
Grade 3: R299 244 per annum

CENTRE : Directorate: Pharmacy Services, Cape 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): Good knowledge of wholesale warehouse practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies, particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Meticulous and attention to detail.

DUTIES : Assist with the control of pharmaceutical stock. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Assist with the efficient and secure packaging of pharmaceutical products for delivery. 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 receiving and storage of pharmaceutical products from suppliers. 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 certification 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 : 04 April 2024

POST 10/257 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R202 233 per annum
CENTRE : Forensic Pathology Services, Vredendal Hospital Laboratory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in LOGIS. Appropriate Clinical Administration experience. General Administration experience. Inherent requirement of the job: Ability to communicate clearly and discreetly in person. Competencies (knowledge/skills): Ability to work in a mortuary environment. Ability to collate and verify data accurately and have good interpersonal and organizational skills and ability to work under pressure, interpret and apply policies. Knowledge of Petty cash and EPS (Electronic Purchasing system). Knowledge of Contract Management, PMFA and SCOA codes. Knowledge of MS Office. Knowledge of Electronic Content Management (ECM) software.

DUTIES : Efficient and Effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores,

assets and infrastructure. An effective support to the Manager: FPS Laboratory. Administering documentation in relation to Forensic Pathology Laboratory functional activities.

- ENQUIRIES** : Mr C King Tel No: (027) 213 - 3161
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates will be subjected to a Practical test. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.
- CLOSING DATE** : 04 April 2024
- POST 10/258** : **LABORATORY ASSISTANT (TOXICOLOGY)**
Chief Directorate: Emergency Clinical Services Support
- SALARY** : R171 537 per annum
- CENTRE** : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a biomedical laboratory. Appropriate experience in using laboratory equipment such as centrifuges, vortexes, balances and pipettes. Appropriate experience in handling biological samples and other hazardous chemicals/waste and gases. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Above average competency use of Microsoft programs including both Word and Excel. The ability to work in a biohazardous environment, perform heavy manual tasks, and the ability to work under pressure. Basic understanding of calculations necessary for the preparation of chemical solutions. Good interpersonal relationships and working both individually and in a team. Must be ethical, honest and take accountability. Understand basic laboratory equipment and how to follow SOP for their maintenance and monitoring.
- DUTIES** : Laboratory Upkeep and support. Testing support. Specimen handling and Management. Inventory, Facility and Admin Support.
- ENQUIRIES** : Ms B Davies Tel No. (021) 406-6026, Email: Bronwen.davies@uct.ac.za
- 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 will be subjected to security clearance, qualification verification, criminal records, credit records, and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment.
- CLOSING DATE** : 04 April 2024