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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **EMPLOYMENT & LABOUR: (PROVINCIAL OFFICE KIMBERLY):** Kindly note the following posts were advertised in Circular 21 of 2024 with a closing date of 01 July 2024. Senior Employer Audit Services Officer with Ref No: HR4/4/8/88 and Senior Admin Clerk: Claims Processor with a Ref No: HR4/4/8/77, have been withdrawn due to administration technicalities; Sorry for inconvenience: Enquires: Ms Sherelda Kleinsmith Tel: 053 838 1523.

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**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY**

The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Ms. N Mokotso, tel.No: (051) 405 5323
- CLOSING DATE** : 26 July 2024
- NOTE** : Directions to applicants Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification should be mentioned in the CV), Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The reference number of the advertised post should be stated on the Z.83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates must not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females.

MANAGEMENT ECHELON

- POST 25/01** : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT: 001/24**
- SALARY** : R1 216 824.per annum (Level 13). (An all-inclusive salary package) (This all – inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

- CENTRE** : Bloemfontein
- REQUIREMENTS** : A degree or advanced diploma qualification in a Built environment: Architecture, Quantity Surveying, Construction Management, Civil Engineering, Town Planning or equivalent qualification. A minimum of five (5) years relevant middle management experience. Public Service Policies and procedures, Working knowledge of the functioning of National/Provincial as well as Local Sphere of Government. Knowledge of project management, Treasury Regulations, Public Service Act & Regulations, Understanding of local government legislation, financial ratios and their interpretation. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Extensive knowledge of the Infrastructure Delivery Management System (IDMS).
- DUTIES** : Oversee and support provincial & municipal infrastructure performance management. Support and monitor financial management of provincial and municipal infrastructure. Support and monitor provincial and municipal infrastructure planning portfolio management. Support and monitor provincial and municipal projects/programmes. Support and monitor operations, services and maintenance of infrastructure. Manage the resources of the directorate.
- ENQUIRIES** : Mr. T Mabilo Tel No: 082 7879 659 (Office hours only)

OTHER POST

- POST 25/02** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: FSPT: 002/24 (3 POSTS)**
- SALARY** : R849 702.per annum (Level 11).(An all-inclusive salary package) (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant degree or equivalent qualification in Engineering/Built environment/Quantity Surveying with a minimum of five (5) years' experience in a junior management position in monitoring of infrastructure projects/programmes. Knowledge of the Public Finance Management Act (PFMA), Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Computer literate. Knowledge of financial management and project management. Good interpersonal, organizing, planning and analytical skills. Valid driver's license. Extensive knowledge of the Infrastructure Delivery Management System (IDMS).
- DUTIES** : Support municipal infrastructure performance management. Monitor municipal Infrastructure Financial Management. Provide guidance on infrastructure planning portfolio management. Provide guidance on infrastructure projects/programmes. Support infrastructure capacity-building initiatives.
- ENQUIRIES** : Mr. T Mabilo Tel No: 082 7879 659 (Office hours only)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. Or TembisaHR1.HR@gauteng.gov.za
- CLOSING DATE** : 26 July 2024
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

OTHER POST

- POST 25/03** : **MANAGER NURSING LEVEL 3 HOSPITALS-PNA9 REF NO: REFS/020852**
Directorate: Nursing
- SALARY** : R1 094 880 – R1 251 879. per annum (All-inclusive package)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in Nursing or equivalent qualifications that allow registration with the South African Nursing Council) as a professional nurse. Registration with the SANC as a professional nurse and currently registered for the financial year. Diploma/Degree in Nursing Administration/Management registered with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience as an Assistant Manager. Must have sound management and communication skills, good interpersonal skills and be computer literate. Must be willing to work beyond the call of duty. In-depth knowledge and understanding of Health-Related Acts, Nursing Regulations, Guidelines and Labour Relations Policies.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Service division. Lead and give direction to Nursing services and overall control of quality patient care. To put systems in place to ensure that service delivery meets the required standards as laid down in the

policies, procedures, and strategic goal of the Gauteng Department of Health. Provide professional, technical and management support for the provision of quality patient care through proper management of the nursing care programs. Develop standard operating procedures for safe patient/client care and monitor the implementation thereof. Develops and implement policies, programs, regulations, procedures pertaining to nursing care. Collaborates with other team members in the hospital to identify actual and potential risks. Implement and ensure compliance to Ideal Hospital Realization Framework and the Six key priorities within the area of responsibility. Human resource development and management of personnel within the area of responsibility. Manage performance within areas of responsibility. Proactively identify continuing professional development (CPD). Ensure implementation of out and in-reach programs within the catchment and referral areas of the institution. Assist with budget, Human resources and equipment management within areas of responsibility. Participate in Research projects to improve the quality of care. Implement strategic plan for nurse education, training, and practice. Monitor and report delivery statistics. Participate actively in institutional engagements and contribute. Establish, maintain, and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Advocate and ensure the promotion of Nursing Ethos and Professionalism.

ENQUIRIES : Acting CEO: Dr. M.J. Mathabathe, Tel No: 011 923 2100
NOTE : Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

GAUTENG: DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

CLOSING DATE : 26 July 2024
NOTES : In line with the Department's employments Equity Plan, People with Disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 072 668 0029/076 521 4118. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 28 June 2024, The Reference number has been amended as follows Chief Construction Project Manager: Refs/020802. The closing date has been extended to 19 July 2024.

OTHER POSTS

POST 25/04 : **ENGINEERING TECHNICIAN PRODUCTION: GRADE A-C MECHANICAL**
REF: REFS/020880
Chief Directorate: Professional Services

SALARY : R371 253 - R556 080. per annum plus benefits. The offer is based on recognition of experience after obtaining registration. (only shortlisted candidates will submit proof of experience)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : National Diploma or relevant qualification in Mechanical Engineering. 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr. Realeboga Mahapa Tel: 076 521 4118/072 668 0029

POST 25/05 : **ENGINEERING TECHNICIAN PRODUCTION: GRADE A-C**
STRUCTURAL/CIVIL REF: REFS/ 020881 (2 POSTS)
Chief Directorate: Engineering Services

SALARY : R371 253 – R556 080. per annum plus benefits. The offer is based on recognition of experience after obtaining registration. (only shortlisted candidates will submit proof of experience)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : National Diploma or relevant qualification in Mechanical Engineering. A minimum of 3 years post qualification technical experience is required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes Responsive. Credible. Flexible. Quality-oriented. Creative.

- DUTIES** : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs to the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Mr. Realeboga Mahapa Tel: 076 521 4118/072 668 0029
- POST 25/06** : **ENGINEER PRODUCTION: CIVIL/STRUCTURAL GRADE A-C REF NO: REFS/ 020882**
Chief Directorate: Professional Services
- SALARY** : R833 499 - R1 254 282. per annum (All-inclusive Package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (only shortlisted candidates will submit proof of experience)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : An Engineering degree (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
- DUTIES** : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
- ENQUIRIES** : Mr. Realeboga Mahapa Tel: 076 521 4118/072 668 0029
- POST 25/07** : **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C REF NO: REFS/ 020883**
Chief Directorate: Health Infrastructure and Technical Portfolio
- SALARY** : R833 499 - R1 254 282.per annum (All-inclusive Package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the

Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (only shortlisted candidates will submit proof of experience).

**CENTRE
REQUIREMENTS**

: Head Office (Johannesburg)
: An Engineering degree (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking

DUTIES

: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES

: Mr. Realeboga Mahapa Tel: 076 521 4118/072 668 0029

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

OTHER POSTS

<u>POST 25/08</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO. KH 02/2024 (1 POST)</u>
<u>SALARY</u>	:	R715 977 – R818 643. per annum 8% inhospitable allowance of basic salary, 13 th cheque, Medical aid (Optional), Home owner's allowance (employee must meet Prescribed requirements)
<u>CENTRE</u>	:	Kwa-Magwaza District Hospital (Primary Health Care)
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with the SANC (2024) as a Professional Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, At least 6 years of the period referred above must be appropriate/recognizable experience after obtaining Post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care (PHC). At least 3 years of the period referred above must be appropriate/ recognisable at PHC managerial level. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge and skills training and competencies required. In depth knowledge of nursing legislation and related legal and ethical practices, In depth knowledge of Primary Health care protocols and guidelines, Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills, Knowledge and experience of Public Service Policies, Acts and Regulations, Good verbal and written communication skills, Knowledge of Labour Relations and disciplinary procedures and analytical thinking, decision- making and conflict management skills.
<u>DUTIES</u>	:	Assist all PHC facilities in the implementation of norms and standards including Ideal Clinic, Realization and Maintenance Program in response to current Deficiencies in the quality PHC services, Improve maternal and child health according to sustainable development goals, Monitor EPI and Immunization programs to reduce child mortality, Supervise and monitor OPD and Eye Clinic Services, Enhance the saving mothers programs, Manage the provisions of high quality nursing service in the department, Ensure the development and implementation of clinical policies, procedures and guidelines for policies and other related programs /projects, Maintain clinical good governance through quality service , innovation and nursing care by upholding relevant principles, Ensure staff development and performance by implementing EPMDS and other related Human Resource policies, Ensure effective utilization of all resources in the department, Ensure implementation of appropriate infection control measures within the department, Ensure implementation, monitoring and evaluation of all programs, Monitor and ensures that all nurses are licensed to practise regarding patient care in order to increase level of expertise. Strengthen data systems and treatment outcomes by collecting, submitting and utilization of data, supporting the realization and maintenance of ideal clinic program in the facility.
<u>ENQUIRIES</u>	:	Ms NI Mthethwa Tel No: 035 450 8294
<u>APPLICATIONS</u>	:	All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department

or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. A letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. 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 constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates who are invited for an interview. NB: Preference will be given to African Males and people with disabilities.

<u>CLOSINGDATE</u>	:	26 July 2024
<u>POST 25/09</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALITY OPERATING THEATRE) REF NO. KH 04/2024</u>
<u>SALARY</u>	:	R656 964 – R748 683.per annum 8% inhospitable allowance of basic salary, 13 th cheque, Medical aid (Optional), Home owner's allowance (employee must meet Prescribed requirements)
<u>CENTRE</u>	:	Kwa-Magwaza District Hospital (Theatre)
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic nursing qualification in Operating Theatre Technique with a duration of at least one year accredited with the SANC. Current registration with the South African Nursing council for 2024. A minimum of nine (9) years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate recognisable experience in the specific specialty after obtaining the one year post basic qualification in the relevant speciality. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge and skills training and competencies required. In depth knowledge of nursing legislation and related legal and ethical practices, In depth knowledge of Prim-and Health care protocols and guidelines, Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills, Knowledge and experience of Public Service Policies, Acts and Regulations, knowledge of SANC rules and regulations. Sound knowledge of scope and practice. Good communication, leadership, interpersonal and problem solving. knowledge of code of conduct and labour relations. Ability to function well within the team. Conflict management and negotiation skill. Decision making and problem solving skills. Skills in organising, planning and supervising. Knowledge of Batho Pele principles Good and patient rights charter. Recommendation Computer literacy At least 3 years of experience in a supervisor's capacity will be added as an advantage.

- DUTIES** : Provide effective management and professional leadership. Ensure supervision of operating theatre and CSSD personnel. Plan, Organized and manage multi-disciplinary team at unit level to ensure good nursing care proper nursing service in the unit. Monitor and evaluate work to ensure the attainment of unit objective. Deal with negative incidence, including Patient safety incidents record and report them appropriately. Participate actively I the implementation of ideal Hospital and OHSC norms and standards. Display a concern for patients, promoting patient advocate and facilitating proper treatment and care ensuring that the unit adheres to the principle of Batho Pele. Demonstrate and understanding of Nursing legislation and related legal and ethical Nursing practices. Perform a clinical nursing practice in accordance with the scope of practise and nursing standards as determined by the relevant health facility. Ability to plan and organized work and that of support personnel to ensure proper nursing care. Participate in quality improvement initiative including patients record Audits. Ensure implementation of EPMDS, grievance and disciplinary procedure Monitor implementation of professional and ethical guidelines. Ensure efficient and effective utilization of financial human and material resources.
- ENQUIRIES** : Ms NI Mthethwa Tel No: 035 450 8294
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
- FOR ATTENTION** : Assistant Director: HRM
- NOTE** : Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. A letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. 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 constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates who are invited for an interview. NB: Preference will be given to African Males and people with disabilities.
- CLOSING DATE** : 02 August 2024
- POST 25/10** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1-2) REF NO. KH 03/2024 (1 POST)**
- SALARY** : Grade 1 R451 533 – R530 376.per annum
Grade 2 R553 545 – R686 211. per annum 8% inhospitable allowance of basic salary, 13th cheque, Medical aid (Optional), Home owner's allowance (employee must meet Prescribed requirements)
- CENTRE** : Kwa-Magwaza District Hospital (Maternity Ward)

- REQUIREMENTS** : **Grade 1** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in (Maternity). Current registration with the SANC (2024) As a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. **Grade 2** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in (Maternity). Current registration with the SANC (2024) As a Professional Nurse. A minimum of fourteen (14) years actual service and or/appropriate /recognizable experience after registration as professional Nurse with the SANC in General Nursing. At least ten (10) years of this period must be appropriate /recognizable experience in Maternity after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge, skills training and competencies required, knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S act Batho Pele Principles and patients Right charter, Labour Relations. Act, Grievance Procedure etc. Leadership, organizational decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Good insight of procedures and policies pertaining to nursing care and ability to Assist in formation of patient care related policies.
- DUTIES** : Assist in planning and monitoring of the objectives of the unit. Provide therapeutic environment for the staff, patients and public. delegate duties to staff and support them in the execution of holistic service delivery. Liaise and communicate with the multi-disciplinary team within the hospital. Assist with the allocation of duties on day to day basis for both day and night staff. Assist in the record keeping and providing statistical information on training of staff. Assist in doing EPMDS for staff below him/her. To order and monitor levels of consumables according to norms and standards. To check all equipment for functionality and refer to those who need repairs. Do daily emergency trolley check and replenishment. To complete patient related data in relevant tools. Relieve the Operational Manager duties and act as shift leader when on duty. To maintain professionalism and ethics in the department. Exercise control measures for resources in the unit.
- ENQUIRIES** : Ms NI Mthethwa Tel No: 035 450 8294
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
- FOR ATTENTION** : Assistant Director: HRM
- NOTE** : Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. A letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. 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 constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. NB: Preference will be given to African Males and people with disabilities.

- CLOSINGDATE** : 26 July 2024
- POST 25/11** : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY (PMTCT)**
REF: DANHC 04/2024 (1 POST)
- SALARY** : Grade 1: R451 533 – R530 376.per annum
Grade 2: R553 545 – R686 211. per annum Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
- CENTRE** : Nelliesfarm Clinic
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. One year post basic qualification in Advanced Midwifery and Neonatal Science. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Science. Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 year post basic qualification with duration of at least 1 year accredited with SANC. Current registration with SANC as Professional Nurse and Advanced Midwifery and Neonatal Science with minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse in General Nursing. Current registration with SANC as a Professional Nurse (2024). Knowledge, Skills, Training and Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patients’ Rights Charter, Labour Relations etc. Disciplinary code, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Experience in maternity department. Sound knowledge of the health programmes run at the PHC level. Knowledge of nursing care process and procedures and other legal framework. Ability to relieve in the service areas. Co-ordination and planning skills. Team building, cross cultural awareness and supervisory skills. Good communication and problem solving skills. Conflict management and negotiation skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationships and listening skills.
- DUTIES** : Key Performance Areas Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and patients right. Ensure and advocate for the provision of patient’s needs. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of safe and therapeutic environment for patients, staff and public through implementation of Infection Control and prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure provision of accurate statistical information for data management. Assist in the implementation of norms and standards and ideal clinic. Provide adequate and health education,

awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the nursing profession by promoting Professionalism and Nursing Ethics.

- ENQUIRIES** : Mrs BA Mbatha: Tel (034) 621 6100
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference Will Be Given to African Male
- CLOSING DATE** : 26 July 2024
- POST 25/12** : **CLINICAL NURSE PRACTITIONER (HIGH TRANSMISSION AREA(HTA))**
REF NO: KCD 09/2024
- SALARY** : Grade 1: R451 533 - R530 376.per annum
Grade 2: R553 545 - R686 211. 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** : Umfolozi Sub-district 1 CNP (Nseleni CHC)
Umhlatuze Sub-district 2 CNP (Ngwelezana Hospital)
- 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). Recommendation: Valid Drivers' License and Professional Driving Permit. Computer Literacy MS Office Software Applications
- 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
APPLICATIONS**

: Mr MN Mbatha Tel No: 035 787 6203
: 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
NOTE**

: Mr MTR Nzuzwa
: 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 in 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

: 26 July 2024

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

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

- APPLICATIONS** : Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> or Applications should be submitted to: Director: Human Resource Management Department of Sport, Arts and Culture Private Bag X 9549 POLOKWANE, 0700 Applications can also be hand delivered at 21 Biccard Street, Olympic Towers, Polokwane.
- CLOSING DATE** : 31 July 2024 at 13h00
- NOTE** : The Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment especially in terms of representatively. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Applications must be submitted on the prescribed new Z83 form of obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. Applicants are to specify the Centre on Z83. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right not to make any appointment(s) to the posts advertised. Please note: Due to austerity measures the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. The application on recruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, identity documents, and valid driver’s licence ONLY. Failure to attach copies and required documents will result in the application not being considered / disqualification. The department reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Applications that are forwarded/submitted to the wrong

address will not be considered. Pre-Entry Assessments All shortlisted candidates, including SMS, shall undertake two pre-entry exercises as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024> Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The successful candidate must be willing to sign an oath of secrecy with the Department. The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 25/13</u>	:	<u>DIRECTOR: LANGUAGE SERVICES (REF NO: SAC 2024/01)</u>
<u>SALARY</u>	:	R1 216 824.per annum (level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 07) in Linguistic field as recognized by SAQA. A minimum of five (5) years' experience at a middle/ Senior Managerial level. Extensive experience in Language services. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. A valid driver's license (except for persons with disabilities). Core and process competencies: Strategic capability and leadership, financial management, People Management, Change management Knowledge management, People management and empowerment Client orientation and customer focus. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service. Sound understanding of modern library purposes and standards, professional library principles, practices, and procedures. Sound understanding of the functioning of the Public Service system. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy. Good Communication skills; Report writing, skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking; Interpersonal skills; Leadership skills; Analytical skills; Diplomacy; Planning and organization skills, Problem Solving, Planning & organizing, Time Management, Team player, Strategic Planning, Policy analysis and development. Sound understanding of language policies, procedures and standards in line with the Provincial and National legislation (HOD)
<u>DUTIES</u>	:	Establish strategic direction of the unit to ensure alignment with business plans. Manage, coordinate, and monitor the implementation of the strategic plans of Language Services. Align individual performance to the strategic business objectives as outlined in the Component's balanced scorecard. Formulate, implement, and report on strategic frameworks in functional responsibility. Guide and ensure effective and proper strategic coordination of activities. Monitor the attainability & sustainability of performance standards as per departmental objectives. Manage the translation and editing of official documents as requested by user departments. Ensure documentation of new lexical. Facilitate the revision of orthography and spelling rules of indigenous official languages. Facilitate the provision of interpretation services (Sign, Braille, and telephone interpretation). Support the language centre. Encourage authorship in indigenous languages. Conduct research on indigenous knowledge systems. Documentation of historical information. Encourage readership of indigenous literature. Increase awareness of government language policy and citizen's language rights. Ensure promotion of marginalized official languages. Promotion of language Code of Conduct to protect the public from unprofessional language services. Manage the implementation of provincial language units in government departments and sustenance. Facilitate the development, revision and improvement of Indigenous terminology. Develop and manage the Provincial Terminology Register. Evaluate

and monitor the performance of employees. Ensure capacity and development of staff enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline. Develop, implement, and monitor library policies and procedures in line with National and Provincial legislation. Research on policies that impact on organizational efficiency and advice on interventions if necessary. Monitor and advice on the implementation of acts, regulations and policies and procedures. Develop and ensure implementation of administrative systems and procedures to ensure coordination of activities.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

OTHER POSTS

POST 25/14 : **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT (REF NO: SAC 2024/02)**

SALARY : R849 702 per annum (level 11) (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate Qualification (NQF level 07) in strategy and Policy Development / Development Studies / Public Policy as recognized by SAQA. A minimum 5 years of experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level Junior Management). A valid driver's license (except for persons with disabilities). Core and process competencies: Applied strategic thinking. Applying technology Budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, and diversity management. Problem solving and decision making. Networking and building bonds, managing interpersonal conflict and resolving problems, and project management. Planning and organizing, impact and influence. Knowledge and skills: Sounds and knowledge of PFMA. Governance planning framework. government planning cycle (MTEF and strategic planning), knowledge and understanding of public service legislation and policy framework, the PFMA, National and Provincial Development plans, government planning, policy and research development frameworks, planning cycle (MTEF and strategic planning) strategic planning and policy development, research, understanding of Batho Pele Principles. Skills: Computer literacy (MS Office: Word, Excel, PowerPoint, Outlook etc.). Policy formulation, coordination, research, compilation of management reports, formulation and editing, facilitation and presentation, and interpersonal relations. Ability to work under pressure.

DUTIES : Manage the departmental strategic planning process. Coordinate strategic planning sessions. Develop and maintain planning policies and procedures. Produce strategic planning minutes. Manage the departmental annual planning processes. Coordinate review of Annual Performance Plans Coordinate Chief Directorate AOP sessions Facilitate production of APP and Annual Operational Plans. Communicate departmental plans. Facilitate policy formulation process. Coordinate policy development processes. Conduct policy analysis. Develop and maintain policies and standard operating procedures. Publish departmental policies. Monitor implementation of policies. Monitor the implementation of the policy plan. Facilitate policy development reports. Conduct policy awareness. Develop the standard operating procedure.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/15 : **DEPUTY DIRECTOR: HOD'S OFFICE (REF NO: SAC 2024/03)**
(RE-Advertisement) Applicants who applied before are encouraged to apply again

SALARY : R849 702 per annum Level (11), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs

<u>CENTRE REQUIREMENTS</u>	: Re-Advertised: Applicants who applied before are encouraged to apply again : Head Office (Polokwane) : An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/Management. Three (3) years' experience Assistant Director level in an admin environment. Five (5) years' experience in Admin environment and management of programmes and a valid driver's license (except for persons with disabilities). Core competencies: Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Skills & knowledge: Communication skills, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Knowledge in strategic planning and frameworks. Multilateral economic agreements. Research, growth, and development strategies. General knowledge Management. Advanced computer skills. Planning and Organising Financial Management, Communication skills, Report writing skills, Advance Human Resource Management, Facilitation Budgeting, Research and Planning.
<u>DUTIES</u>	: To provide operational management support services to the Head of the Department. To Manage the administrative and coordination activities within the office of the HOD for decision. Processing of documents dealing with ongoing internal operations of the department. Ensure implementation of HOD Forum resolutions and report on progress. Management and allocation of strategic correspondence received by the department and tasking relevant officials to deal with them. Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD. Ensure effective coordination on the implementation of decisions from all decisions making forum. Lalase with Office of the MEC, Clusters, Portfolio Committee and other oversight bodies. Arrange and organize the HOD's yearly program and coordinate the following meetings: Cluster committee meetings, Attendance of HOD meetings; departmental Executive Management meetings; General Management Meetings; and meetings with external stakeholders. Provide secretarial services during meetings with executive management, senior management, and cluster champions. Manage and utilize the components' resources in accordance with relevant directives and legislations. Manage performance of employees within the division. Motivate and inspire employees to attain organizational objectives. Ensure capacity and development of staff. Develop and review the division's plans. Develop, implement, and monitor service standards and operational plans. Evaluate and monitor performance and appraisal of employees. Develop, review, and ensure compliance to applicable policies and prescripts. Conduct budget planning and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets of the division.
<u>ENQUIRIES</u>	: Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 25/16</u>	: <u>ASSISTANT DIRECTOR: CULTURE AND CREATIVE INDUSTRIES REF NO: SAC 2024/04</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY CENTRE REQUIREMENTS</u>	: R552 081 per annum (Leve 10) : Head Office (Polokwane) : An undergraduate qualification (NQF level 06) in Arts and Cultural Studies as recognised by SAQA. A minimum of 3 years' experience in Arts and Culture at salary level of 7/8. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organizing. Financial Management. Communication skills. Report writing skills. Advanced Human Resource Management. Facilitation skills. Budgeting Research.
<u>DUTIES</u>	: Implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on visual and performing arts

activities. Establish and maintain visual arts committees in the province. Organize regular trainings and create marketing platforms to ensure sustainability of the industry. Manage the development of database for visual artists and crafters. Identify and select potential artists through competitions and auditions. Identify and monitor visual and performing arts projects. Nurture emerging artists. Promote artists through festivals, exhibitions, and cultural exchange programs. Coordinate skills development and workshops for artists. Provide opportunities to previously disadvantaged communities. Establish and maintain arts and culture centers in various communities. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial and national theatres and media platforms. Provide support to any person or organization participating in Theatre, Film and Video industries. Implement and maintain Theatre, Film and Video policies and procedures. Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the Theatre, Film and Video Databases based on a District base. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/17 : **ASSISTANT DIRECTOR: ARTS AND CULTURE (REF: SAC 2024/05)**
(Re-Advertisement) Applicants who applied before are encouraged to apply again.

SALARY : R552 081 per annum (Level 10)
CENTRE : Sekhukhune District

REQUIREMENTS : An undergraduate qualification NQF level 6 in Arts and Culture studies as recognised by SAQA. A minimum of 3 years' experience in Arts and Culture at salary level 7/8. Valid driver's licence (except for persons with disabilities). Knowledge and skills: Sound and in-depth knowledge of All relevant Heritage, Language, Cultural, and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills. Advanced Human Resource Management. Facilitation skills. Budgeting Research.

DUTIES : Facilitate the development of visual performing arts in the districts, and implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on virtual and performing arts activities. Provide administrative services language and heritage services. Establish and maintain arts and culture committees in the district, provide support, including but not limited to financial support, to any person or institutions needing assistance. Organize regular trainings and create marketing platforms in Arts and Culture to ensure sustainability of industry. Facilitate the development and promoting of emerging artists, crafters and authors as well as monitor projects related to visual, performing arts, heritage and literature. Facilitate the development and distribution of local theatre productions, film and video content. Supervise employees to ensure an effective visual and performing arts service. Manage the development of database for visual arts, crafters, authors. Identify and select potential artists through competitions and auditions. Identify and support visual, performing arts, heritage, theatre, languages, film and video projects. Provide opportunities to previously disadvantaged communities. Identify and nurture talent in theatre, film and video. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial, national theatres and media platforms. Provide support to any person or organisation participating in Theatre, Film and Video industries. Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the District Performing Artists, Craft, Theatre, Film and Video Databases. Provide leadership and guidance to subordinates, evaluate

and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/18 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT (REF NO: SAC 2024/06)**

SALARY : R527 298 per annum (Level 09)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 06) in procurement / Supply Chain Management /Purchasing Management as recognised by SAQA. A minimum of 3 years' experience in demand Management at salary level 7/8. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of All relevant prescripts and all relevant legislative frameworks that govern the Public Service. Planning and organising. Computer literate. Batho-Pele Principles, National Treasury Regulations, Public Service Act, 1994, Supply Chain Management Policies, B-BBEEA, PFMA [Act 1 of 1999], PPPFA [Act 5 of 2000].

DUTIES : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs. (in line with the SC strategy). Analyse requirements, undertake research, determine, and develop proposals for implementation. Asses the results of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement, and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required about financial and HR administration. 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.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/19 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING (REF NO: SAC 2024/07)**

SALARY : R444 036 per annum (Level 09)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 06) B com/ Accounting/ Financial Management as recognised by SAQA. A minimum of 3 years' experience at supervisory level (salary level 7/8) and functional experience in Financial Reporting. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of All relevant prescripts and all relevant legislative frameworks that govern the Public Service. Advanced computer skills. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategy planning, business planning computer literacy in MS Word, power point and Excel. A valid driver's license.

DUTIES : Collect all relevant reports as inputs in drafting statements from various Directorates and sub a directorate, collect relevant information for departmental disclosure notes. Compile financial statements in line with the PFMA and respond to management and queries, ensure submission departmental financial

statements to treasury, reconcile the funds request from treasury on weekly basis against the total budget of the Department, manage the movement of cash in the department, manage the movement of the cash in the departmental bank account, compile and pass journals to exchequer grand account, draft a monthly report on conditional grant, guard against incorrect tractions in interfaced in to the departments database, monitor the interface from other system (PERSAL and FINEST). Develop project plan on cash flow management. Ensure clearing of suspense accounts, investigate all rejected payments and compile a report, ensure reconciliation of the departmental bank account. Provide leadership and guidance to subordinates, evaluate and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/20 : **ADMINISTRATION OFFICER (REF NO: SAC 2024/08)**
(Re-Advertisement) Applicants who applied before are encouraged to apply again.

SALARY : R308 154. per annum (level 07)
CENTRE : Vhembe District
REQUIREMENTS : An undergraduate qualification NQF level 6 in Public Administration/ Management recognised by SAQA. A minimum of 2 years' experience in Admin. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing public services. Computer literacy. People management. Policy analysis. Communication skills and Change management.

DUTIES : Render transport administration services in the district. Issuing of vehicle as per need on the basis of approved itinerary. Manage vehicle control register. Conduct inspection of government vehicles. Ensure closed and log sheets are submitted to head office monthly. Facilitate government vehicle services and repairs. Ensure vehicles are taken to the government garage for inspection. Ensure accidents are reported to the police station and submit accident report to head office. Render office services and administration support. Provide secretariat services for the district. Render telecommunication services. Render Human Resource Management Services in the district. Monitor cleaning and maintenance services. Render OHS services in the district. Conduct OHS inspections submit SLD to head office, issue stock to officials in the district and maintain stock registers. Render records management services. Maintain records management filling system, ensure safe keeping records, and maintain records registers.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/21 : **LIBRARIAN (REF NO: SAC 2024/09)**

SALARY : R308 154. per annum (Level 07)
CENTRE : Ha-Masia: Vhembe District
REQUIREMENTS : An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA. A minimum of 2 years' experience in the library environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Inform users of special library collections, display library material during/departmental events, compile bibliographies, conduct orientation on

library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day today library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyse and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications and corrigenda, monitor the circulation of library resources, Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian in conducting asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/22 : **ADMINISTRATIVE OFFICER: SECURITY SERVICES (REF NO: SAC 2024/10)**

SALARY : R308 154. per annum (Level 07)

CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification NQF level 6 in Risk Management/ Safety Services / Criminology / Safety Management as recognised by SAQA. A minimum of 2 years' experience in Security Management / Risk management/Policing environment. Control room experience. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Communication. Report writing.

DUTIES : Coordinate total physical security inspections and evaluations to departmental institutions Facilitate meetings with security service providers and security committee. Reporting, recording and compilation of reports on security breaches. Implement the security policies and procedures. Facilitate training and security awareness programs. Compile relevant paperwork for processing of invoices for service rendered by security service providers. Coordinate security during departmental events. Control over departmental keys: Safekeeping of office keys and allocation of keys to officials. Assist in monitoring the control room and compile report

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/23 : **REGISTRY CLERK MEC'S OFFICE (REF NO: SAC 2024/11)**

SALARY : R216 417. per annum (Level 05)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : NQF level 4/ grade 12 certificate qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.

DUTIES : Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the

registry function. Process documents for archiving and/or disposal. Conduct electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/24 : **HUMAN RESOURCE CLERK REF NO: SAC 2024/12**

SALARY : R216 417 per annum (Level 05)

CENTRE : Head Office Polokwane

REQUIREMENTS : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Qualification in Human Resource Management or Public Administration/ Management as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge of HR duties, practices as well as ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the public service. Competencies: computer skills, planning and organising skills, good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.

DUTIES : Leave Management: Receive and recording of incoming leave applications immediately. Leave forms to be captured in PERSAL. Updating leave register and auditing leave days. Administration of Service Benefits: Housing allowance as well as medical aid. Capture allowances on PERSAL system. Service Termination: Process pension withdrawals and payment and awarding of certificate. Recognition of Long Service: Administer long services two per quarter and awarding of certificate. Coordinate the implementation of COIDA: administer injury on duty.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 25/25 : **LIBRARY ASSISTANT (REF NO: SAC 2024/13) (06 POSTS)**

SALARY : R183 279. per annum (level 4)

CENTRE : Musina Nancefield

Waterberg District

Gravelotte, Rixile

Modjadjieskloof

Alldays

REQUIREMENTS : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship, and problem-solving skills. Ability to work under pressure.

DUTIES : Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintain and updating customer profiles.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

INTERNSHIP PROGRAMME FOR 2024/25-2025/26

<u>POST 25/26</u>	:	<u>INTERNSHIP MUSEUM AND HERITAGE (REF NO: DSAC 2024/14) (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Mopani District: Muti wa va tsonga (1 Post) Vhembe District: Dzata Museum (1 Post)
<u>REQUIREMENTS</u>	:	Degree/ National Diploma of Heritage and Culture Science, Bachelor of Social Science in Heritage, Indigenous Knowledge System & Cultural Sciences or Arts and Culture related fields.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 25/27</u>	:	<u>INTERNSHIP HUMAN RESOURCE DEVELOPMENT (REF NO: DSAC 2024/15)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Management of Training, Human Resource Development/Management
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 25/28</u>	:	<u>INTERNSHIP SUPPLY CHAIN MANAGEMENT (REF NO: DSAC 2024/16)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Supply Chain Management, Logistics or Finance related.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 25/29</u>	:	<u>INTERNSHIP ARCHIVES (REF NO: DSAC 2024/17)</u>
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Provincial Archives
<u>REQUIREMENTS</u>	:	Degree/ National Diploma in Archives/ records management / Information Science or Studies.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**PROVINCIAL ADMINISTRATION: MPUMALANGA PROVINCIAL GOVERNMENT
OFFICE OF THE PREMIER**

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The (A) Head-Internal HRM &D: Ms SS Monareng, Private Bag X11291, Mbombela 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternately, e-mail to: smonareng@mpg.gov.za

CLOSING DATE : 26 July 2024

NOTE The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the two posts of Heads of Departments: Economic Development and Tourism; and Community Safety, Security and Liaison. The Office of the Premier is an equal-opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. Applications should be submitted in a duly completed latest Z83 form issued by the Minister for Public Service and Administration, accompanied by detailed Curriculum Vitae. No faxed nor e-mailed applications will be accepted. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. Successful candidates will be required to disclose their financial interests, if required. All Posts Are Based in Mbombela/ Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and only shortlisted candidates will submit certified copies of qualification and comprehensive CV. No faxed applications will be accepted. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

MANAGEMENT ECHELON

POST 25/30 : **HEAD OF DEPARTMENT (HOD) REF NO: HOD/DEDT/2024**

SALARY : R1 741 770. per annum (level 15) (All-inclusive package. In addition, a 10% allowance is payable as Head of Department)

CENTRE : Mbombela (Department of Economic Development and Tourism)

REQUIREMENTS : An appropriate postgraduate qualification (NQF level 8) as recognized by SAQA. 10 years' experience at a Senior Management level. (5 years of which must be with any organ of state). Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of the government. The ideal candidate should have the following qualities: Strong strategic thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, writing and communication skills. Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven innovation and problem-solving abilities. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

DUTIES : Key Performance Areas: As an Accounting Officer for the Department of Economic Development and Tourism, the incumbent will be responsible for the

following: Facilitate and coordinate the development and implementation of the economic development strategy of the province. Co-ordinate economic growth initiatives of the province through instruments such as spatial development initiatives, industry cluster initiatives, trade promotion, LED promotion, enterprise development, investment promotion, SMME development and BBBEE promotion. Facilitate business partnerships that support the economic development strategy of the province, especially through the activities of its economic parastatals. Ensure enhanced and sustainable tourism growth. Manage the finances, assets, as well as the staff of the department. Contribute to the realisation of the growth and development strategy of the province, including contributing to the clusters of the province.

ENQUIRIES : should be directed to the (A) Manager: Internal HRM & D: Ms SS Monareng: Tel. (013) 766 2004

NOTE : These are contract posts, and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

POST 25/31 : **HEAD OF DEPARTMENT (HOD) REF: (HOD/DCSSL/2024)**

SALARY : R1 741 770. per annum (Level 15) (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department

CENTRE : Mbombela (Department of Community Safety, Security and Liaison)02-2014

REQUIREMENT : Requirements: An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a Senior Management level (5 years of which must be with any organ of state). Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong-thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research. Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

DUTIES : Key Performance Areas: As an Accounting Officer for the Department of Community Safety, Security and Liaison: Be the Accounting Officer for the Department of Community Safety, Security and Liaison Co-ordinate the implementation of social crime prevention strategies, monitoring and evaluating the functionality of South African Police Co-ordinating Departmental Planning, policy analysis, development and managing departmental programmes Render departmental safety services and monitoring the provision of security services for government buildings Rendering Internal Audit, Legal and Communication Services in the Department Ensure compliance with the provisions of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Department Exercise delegated powers in line with the Public Service Act and Regulations Manage financial, human and physical resources of the Department effectively and in accordance with government policies Contribute to the realization of the growth and development strategy of the Province, including contributing to the clusters of the Province.

ENQUIRIES : should be directed to the (A) Manager: Internal HRM & D: Ms SS Monareng: Tel. (013) 766 2004

NOTE : These are contract posts and the successful candidates will be required to enter into a five-year employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

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

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at t&i Building, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security) or email to hrarecruitment@ncpg.gov.za
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 26 July 2024
- NOTE** : The Northern Cape Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender, race and disability representivity. Employment decisions shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. Where applicable, shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, security vetting, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 25/32** : **HEAD OF DEPARTMENT FOR AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM REFERENCE: HOD/AEARDLR/02/2024**
- SALARY** : R1 741 770 per annum (Level 15) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which

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

DUTIES

: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Manage and oversee implementation of Agricultural Technical Services within the Northern Cape Province; Manage and oversee the provisioning of Food Security, Agrarian Transformation and Partnership services within the Northern Cape Province; Manage and oversee the implementation of Enterprise Development and Agro Processing Services within the Northern Cape Province; Manage and oversee the implementation of and Biodiversity and environmental management services within the Northern Cape Province; Manage and oversee the implementation of rural development services within the Northern Cape Province; Ensuring the efficient and effective macro planning in the department, transformation, quality assurance, regulation, promotion and development in the Northern Cape Province; Providing guidance, support and direction in terms of policies, legislation and strategies; Ensuring the promotion of a safe and secure environment for visitors and tourism entrepreneurs in the Northern Cape Province; Developing and implementing a plan for accelerated provincial transformation in the Agriculture Environmental Affairs, Rural Development and Land reform environment; Setting the strategic focus of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, according to the PFMA; Championing change within the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Evaluating the performance of the Department on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements are free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Developing and implementing an effective and efficient diversity management system within the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Agriculture, Environmental Affairs, Rural

Development and Land Reform; Ensuring regional and international integration in terms of the services and functions of the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring adherence to the MISS by the Department; Ensuring an interface with external role players for effective governance by optimizing communication and stakeholder relationships.

ENQUIRIES

:

Mrs. Z. Langeveldt Tel no: 066 484 5888

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

In line with the Employment Equity Plan of the Department of Health and Wellness 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 25/33 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)**
Chief Directorate: Emergency Clinical and Services Support

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Directorate: Violence Prevention Unit

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Public Health. **Grade 2:** A Minimum of 5 years of appropriate experience as a Public Health Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. **Grade 3:** A Minimum of 10 years of appropriate experience as a Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Inherent requirements of the job: Valid Driver's licence. Willingness to travel. Competencies (knowledge/skills): Intermediate to advanced computer literacy. Statistical analysis and data evaluation abilities. Critical thinking and reasoning skills. Policy analysis and writing skills. Innovative problem-solving skills. Project design and management skills. Good presentation and communication skills. Ability to conduct independent research and report research findings to professional and non-professional audiences. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Knowledge and understanding of social and cultural dynamics within communities.

DUTIES : (key result areas/outputs): Design, manage, and implement tools and projects to assess/improve efficiency, effectiveness, and quality of violence prevention initiatives and interventions. Perform project management and report writing functions within the Directorate: Violence Prevention Unit. Provide support to the Directorate: Violence Prevention Unit in terms of data analysis and interpretation, data visualisation, monitoring, and evaluation of violence prevention initiatives and interventions. Provide inputs into provincial and departmental planning processes with regard to violence prevention and safety. Management of resources with respect to Financial Management and Human Resource Management.

ENQUIRIES : Dr JO Arendse, tel.no. (021) 815 8612

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment. 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. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status.

CLOSING DATE

:

02 August 2024

POST 25/34

:

MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)

Chief Directorate: Emergency and Clinical Services Support

SALARY

:

Grade 1: R1 271 901 per annum

Grade 2: R1 451 214 per annum

Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE

:

Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute

REQUIREMENTS

:

Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council as a Medical Specialist in Forensic Pathology. Registration with the Health Professional Council: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Forensic Pathology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in in Forensic Pathology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in in Forensic Pathology. Inherent requirements of the job: Valid driver's licence. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and Software literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology practice. Research ability. Exposure to postmortems, autopsy work and dissection. Creativity and openness to new ideas.

DUTIES

:

(key result areas/outputs): Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and training, research, clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

ENQUIRIES

:

Prof. L.J. Martin, email: (lornaj.martin@uct.ac.za)

APPLICATIONS

:

Applicants apply online: 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. This concession is only applicable on health professionals who apply for the first time for registration in a specific category

	:	with the relevant council (including individuals who apply for change in registration status). Candidates may have to undergo profiling assessments prior to appointment.
<u>CLOSING DATE</u>	:	02 August 2024
<u>POST 24/35</u>	:	<u>REGISTRAR (PSYCHIATRY)</u> (4-Year Contract) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R949 146 per annum. (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory Rotation through the UCT training platform- which can include Groote Schuur, Valkenberg, Alexandra, Red Cross Children's Hospital and Lenteguur Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B) driver's licence with minimum code B/EB.Competencies (knowledge/skills): Medical research capabilities.
<u>DUTIES</u>	:	(key result areas/outputs): Clinical and corporate governance duties as pertain to services provided at current placement. Contribute to the teaching and training of Health Sciences undergraduate students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (Psych) / FC Psych qualification. To provide psychiatric services to in-and outpatients of designated service areas where placement as well as assigned district and primary level clinical duties. To provide supervision and in-service training to junior colleagues and other staff. Appropriate clinical experience in psychiatry after registration as a medical practitioner. Academic teaching, training and research.
<u>ENQUIRIES</u>	:	Dr R Ori: University of Cape Town (UCT), tel.no. (021) 826-5863
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document*. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for other vacant Registrar (Psychiatry) posts within the Chief Director Metro Health Services, for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	26 July 2024
<u>POST 25/36</u>	:	<u>PHARMACIST: GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (Plus, a non-pensionable rural allowance of 17% of annual basic salary) (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Prince Albert Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a

Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 3:** A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. To be registered as Responsible Pharmacist with the SAPC when appointed. Ability to work with and within a diverse multi-disciplinary team. A willingness to work to do relief work in pharmacies/dispensaries within the Central Karoo District. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV).

DUTIES : (key result areas/outputs): Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the rural primary health care setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, and rational medicine use prescription reviews. Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Ordering and maintaining stock levels. Assist supervisor with placing of orders from depot and ensuring stock levels is maintained. Stock control. Ensure that the hospital and PHC have sufficient stock without overstocking to prevent expiring of medicine. Record keeping for statistical feedback, support supervisor to keep statistical records and processing it monthly. Ensure that all operations adhere to Pharmacy Act.

ENQUIRIES : Mr D Ekar, tel.no. (028) 414-8200
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. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 02 August 2024

POST 25/37 : **PHARMACIST: GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).

<u>CENTRE</u>	:	Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One-year of relevant experience after registration as a Pharmacist with the recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. Grade 3: A minimum of 13 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA-qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Have a valid driver's licence. Ability to travel in the Sub District. Work after hours as needed. Competencies (knowledge/skills): Strategic capabilities and leadership, Program and project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and analysis, Communication, Client Orientation and Customer focus.
<u>DUTIES</u>	:	(key result areas/outputs): Drug supply management. Alternative methods of Medicine distribution in the Sub District. Dispensing of medicine. Clinical interventions. Implementation and monitoring of policies. Data collection. Administrative duties. Supervision for Post Basic Pharmacy Assistants in the facilities.
<u>ENQUIRIES</u>	:	Mr S Cupido, tel. no. (022) 921-2153
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	02 August 2024
<u>POST 25/38</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY): NIGHT DUTY</u>
<u>SALARY</u>	:	R715 977 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing, Oncology, Critical Care Nursing: General, Critical Care Nursing: Trauma and Emergency, Orthopaedic Nursing, Ophthalmological Nursing, Nephrology, Advanced Psychiatric Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration With a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the

1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : (key result areas/outputs): Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centred care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Ms R Sutcliffe, tel.no. (021) 4042-092

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 02 August 2024

POST 25/39 : **OPERATIONAL MANAGER: NURSING (PHC)**
West Coast District

SALARY : R656 964 per annum

CENTRE : Piketberg CDC

REQUIREMENTS : Minimum educational qualification: 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 duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: 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 the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Availability to work after hours, when required. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Computer literacy (MS Word, Excel, and PowerPoint). Demonstrate an in-depth knowledge of nursing and public service legislation, regulations, and Departmental Policies. Knowledge of Human resource and financial guidelines, policies, and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : (key result areas/outputs): Effective integrated execution and management of all clinical programmes (i.e., Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e., supervision of staff, development and performance management, finance, and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance, and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES : Ms ME Ramokgadi, tel no. (022) 913-3062

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 02 August 2024

<u>POST 24/40</u>	:	<u>OPERATIONAL MANAGER: NURSING (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree 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 Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to work shifts, day and night duty, weekends, and public holidays. Competencies (knowledge/skills): Practice knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
<u>DUTIES</u>	:	(key result areas/outputs): Manage staff wellness clinic, Provide occupational Health clinical services and a safe and healthy workplace. Conduct risk assessment, and audits. Provide advisory services on OHS matters. Ensure an effective and efficient administrative system and control of the occupational health clinic.
<u>ENQUIRIES</u>	:	Mr N Benting, tel. no. (021) 404-6367
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	02 August 2024
<u>POST 25/41</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R479 244 per annum
<u>CENTRE</u>	:	Heideveld CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: 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 a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years of appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health and Wellness in the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and the NPOs. Collect data and submit reports on or before time. Assist with managing human resources.

- ENQUIRIES** : Ms R Bantam, tel. no. (021) 833-0661
- APPLICATIONS** : Applicants apply online: 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. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 02 August 2024
- POST 25/42** : **RADIOGRAPHER (ULTRASOUND): GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R465 645 per annum
Grade 2: R545 262 per annum
Grade 3: R641 436 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One year of relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willingness to drive to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly is essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.
- DUTIES** : (key result areas/outputs): Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynaecology, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centred care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior

		medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality.
<u>ENQUIRIES</u>	:	Dr A van Rooy, tel.no. (023) 414-8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	02 August 2024
<u>POST 25/43</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (UPFS AUDIT AND COMPLIANCE TRAINING)</u> Directorate: Management Accounting Sub-Directorate: Billing System Support, Compliance Auditing and Training
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	(Based at Western Cape College of Nursing, Stikland)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 4-year Diploma/Degree in a health-related field (or equivalent), registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate knowledge of clinical/diagnostic procedures, clinical diagnoses, and treatment plans and the application thereof. Appropriate experience in managed care in the private and public sectors. Appropriate experience with using the Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems, and prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations & conflict resolution. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures.
<u>DUTIES</u>	:	(key result areas/outputs): To ensure effective and efficient training in the Hospital Fees, Policies and Procedures, UPFS tariffs, and Managed Care protocols. To manage the execution of Compliance Audits regarding the implementation, compliance, executions, and application of the Hospital Fees, UPFS policy, procedures, and Managed Care. Protocols at all Health institutions in order to measure the impact of training as well as the application of said policies on staff and in the workplace. To manage and ensure completion of reports. Develop and facilitate the implementation of UPFS, Hospital Fees policies and procedures, and provide support. The effective and efficient supervision, planning and coordination of activities in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms S Daniels, tel. no. (021) 940-4456
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates must be prepared to do a test as part of the evaluation process.
<u>CLOSING DATE</u>	:	02 August 2024
<u>POST 25/44</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services and/or warehouse management and/or asset management. Appropriate supervisory experience. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. An aptitude for working with financial figures and good organisational, managerial, and leadership skills. Extensive knowledge and practical experience in LOGIS and Integrated Procurement Solutions (ePS) and Microsoft Office.
- DUTIES** : (key result areas/outputs): Responsible for the overall management of all Supply Chain Management functions and ensuring the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset, and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. Ensure Audit compliance of Warehouse, Asset Management, and Procurement Processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all Human Resource Management related functions within the component.
- ENQUIRIES** : Mrs J Smith, tel. no. (023) 348-1210
- 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. Short-listed candidates will be subjected to a practical test and may be requested to do a competency test.
- CLOSING DATE** : 02 August 2024
- POST 25/45** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R376 413 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services and/or warehouse management and/or asset management. Appropriate supervisory experience. Inherent requirements of the job: A valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. An aptitude for working with financial figures and good organisational, managerial and leadership skills. Extensive knowledge and practical experience in LOGIS and Integrated Procurement Solutions (ePS) and Microsoft Office.
- ENQUIRIES** : Ms J Smith, tel. no. (023) 348-1210
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Short-listed candidates will be subjected to a practical test and may be requested to do a competency test. No payment of any kind is required when applying for this post. DUTIES (key result areas/outputs): Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. Ensure Audit compliance of Warehouse, Asset Management and Procurement Processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all Human Resource Management related functions within the component.
- CLOSING DATE** : 02 August 2024

<u>POST 25/46</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum (PN-A3) Grade 3: R451 533 per annum (PN-A4)
<u>CENTRE</u>	:	Kranshoek Clinic, Knysna/ Plettenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade1: None. Grade 2: A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Competencies: (knowledge/skills: Ability to function/make decisions independently and as part of a multi-disciplinary team. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide optimal, holistic nursing care. Provision of effective control and management of equipment and stock. Administrative responsibilities and information management. Effective utilization of resources. Participate in training and research. Provide support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms PM Peters, tel. no. (044) 302-8400
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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." This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"
<u>CLOSING DATE</u>	:	02 August 2024
<u>POST 25/47</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate with Mathematics/Mathematics literacy or Accountancy as a passed subject. Experience: Appropriate experience. Inherent requirement of the job: Computer literacy and proficiency. Competencies (knowledge/skills): Knowledge in electronic procurement systems (ePS), LOGIS, Warehouse management practices, and General Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Processing of Log 1's for store items received from end users and Procurement advice (PA) for store items. Procurement of store items and assist with non-store item procurement and ensure all transactions comply with the legislative requirements. Issue and receive goods at the Warehouse, ensuring that the correct goods are received and delivered to end users. Conduct monthly stock take. Ensure that only authorized personnel are allowed in the Warehouse. Provide general administrative support to line managers including Transit of goods, asset management, and payment functions.

ENQUIRIES : Mr. D Pick, tel.no. (021) 816-8558

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be subjected to a practical and competency assessment. The pool of applicants will be considered for other vacant Admin Clerks (SCM) posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 August 2024

POST 25/48 : **EMERGENCY CARE OFFICER: GRADE 1 AND 3 (BAA/AEA)**
 Chef Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R177 714 per annum
 Grade 3: R206 619 per annum

CENTRE : Emergency Medical Services, Oudtshoorn

REQUIREMENTS : Minimum educational qualifications: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). Registration with a professional council: **Grade 1:** Registration with the Health Professions Council of South Africa as a BAA. **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills.

DUTIES : (key result areas/outputs): Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services, and members of the Public. Provide effective support to the supervisor and participate in own well-being.

ENQUIRIES : Mr J Jansen (District Manager – Garden Route), tel.no. (044) 802-2500, Ms L Jacobs, tel.no. (044) 802-2521

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. Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE : 02 August 2024

POST 25/49 : **EMERGENCY CARE OFFICER: GRADE 1 AND 3 (BAA/AEA)**
 Chef Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R177 714 per annum
 Grade 3: R206 619 per annum

CENTRE : Emergency Medical Services, Piketberg

REQUIREMENTS : Minimum educational qualifications: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). Registration with a professional council: **Grade 1:** Registration with the Health Professions Council of South Africa as a BAA. **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent

- requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills.
- DUTIES** : (key result areas/outputs): Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services, and members of the Public. Provide effective support to the supervisor and participate in own well-being.
- ENQUIRIES** : Mr EW Pedro (District Manager – West Coast), tel.no. (022) 433-8853, Ms S Andrew, tel.no. (022) 433-8853
- 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. Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 02 August 2024
- POST 25/50** : **EMS EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : Grade 1: R177 714 per annum
Grade 3: R206 619 per annum
- CENTRE** : Emergency Medical Services, Metropole (Northern, Southern, Eastern & Western District)
- REQUIREMENTS** : Minimum educational qualifications: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). Registration with a professional council: **Grade 1:** Registration with the Health Professions Council of South Africa as a BAA. **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid code C1 driver's licence. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills.
- DUTIES** : (key result areas/outputs): Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services, and members of the Public. Provide effective support to the supervisor and participate in own well-being.
- ENQUIRIES** : Mr. A Hickey (District Manager - Northern) – 021 508 4508, Mr M Solomons, Tel: 021 830 1149, Ms K Ndiki, Tel: 021 374 2316, Mr. M Petersen (District Manager - Eastern) – 021 816 8806, Mr. LM Mdzeke (District Manager - Southern) – 021 374 2316, Ms N Mlatsha, Tel: 021 816 8807, Mr. A Lund (District Manager - Western) – 021 508 4508, Mr J Calvert, Tel: 021 508 4507.
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 02 August 2024

POST 25/51 : **EMS EMERGENCY CARE OFFICER GRADE 1 AND GRADE 3 (BAA/AEA)**
Emergency Medical Services

SALARY : Grade 1: R177 714 per annum
Grade 3: R206 619 per annum

CENTRE : Overberg District

REQUIREMENTS : Minimum educational requirements: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). -A Senior (or equivalent) Certificate, in addition to the above requirements, will be advantageous. Registration with a professional council: **Grade 1:** Registration with the Health Professions Council of South Africa as a BAA. **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid code C1 driver's licence. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills.

DUTIES : (key result areas/outputs): Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services, and members of the Public. Provide effective support to the supervisor and participate in own well-being.

ENQUIRIES : Ms H Esterhuizen (Sub-District Manager – Overberg) - (028) 312 1063 / Mr D Geiger (Sub-District Manager – Overberg) – (028) 284 1900

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE : 02 August 2024