

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2025
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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

GAUTENG DEPARTMENT OF HEALTH: MAMELODI REGIONAL HOSPITAL: Kindly Note That The Posts Of Professional Nurse Specialty(Primary Health Care) Ref No: MRH/2025/03; Professional Nurse Specialty (Theater) Ref No: MRH/2025/01; Professional Nurse Specialty(ICU) Ref No: MRH/2025/02; Medical Officer: OBS & Gynae (Sessional) Ref No: MRH/2025/05; Medical Officer: Family Medicine (Sessional) Ref No: MRH/2025/04; Medical Officer(Psychiatry) Ref No: MRH/2025/07; Clinical Psychologist (Sessional) Ref No: MRH/2025/08; For Gauteng Province, Mamelodi Regional Hospital; Advertised On Public Service Vacancy Circular 04 Dated 31 January 2025 Has Been Withdrawn.

KWAZULU-NATAL: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the two (2) Regional Director posts (North Coast Region Ref No: RD/NCR/012025 and Southern Region Ref No: RD/SR/02/01/2025 were advertised in Public Service Vacancy Circular 02 dated 17 January 2025. The closing date has been extended to 21 February 2025.

KWAZULU-NATAL DEPARTMENT OF TRANSPORT: Kindly note that the post of Assistant Director: Material Testing and Control (Ref. No. DOT 08/2025), advertised in PSVC 02 of 2025 dated 17 January 2025, has been withdrawn. and the post of Human Resource Clerk (Production): General Benefits (Ref. No. DOT 324/2025), advertised in PSVC 05 of 2025 dated 07 February 2025, has been withdrawn. The posts of Human Resource Clerk (Production) (02 Posts) (Ref. No. DOT 323/2025), advertised in PSVC 05 of 2025 dated 07 February 2025, kindly note that there is only (1) post and not two (2) as advertised in the circular.

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CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Applications Can also be emailed to Recruitment32@csp.gov.za
- CLOSING DATE** : 28 February 2025
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and submit the certificate prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

MANAGERMENT EECHELON

- POST 06/01** : **DEPUTY DIRECTOR- GENERAL: POLICY RESEARCH AND LEGISLATION REF NO: CSP/01/2025**
Re-advertised of Ref No: CSP/03/2024. Applicants who previously applied should re-apply if still interested.
- SALARY** : R1 741 770.per annum (All-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelor's Degree in Law or Social Science or Research NQF level 8 in Law or Social Science or Research or relevant equivalent qualification as recognized by SAQA. 8 years' experience at a Senior Management level. Basic understanding of Civilian Secretariat for police Service Act. Extensive knowledge and experience in. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, understanding of legislation research, policy and research development methodologies, government legislation. Understanding of the PFMA and Public Service Regulatory Framework; Strategic capability and leadership, programme and project management, financial management and change management, Problem-solving, conflict resolution and analytical skills. Good communication, presentation skills, policy development skills, research skills, legal drafting skills, legislation development skills and planning and organizing. Valid driver's license.
- DUTIES** : Provide strategic leadership and support to the Secretary for Police. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to the Secretary for Police Service in respect of research and legislation that is constitutionally and policy compliant. Lead and guide the Secretary for Police Service on the Policy, Research and Legislation development matters. Perform such functions as the Secretary for Police may consider necessary to ensure civilian oversight of the South African Police. Manage the facilitating of the Policing policies development and reviews. Ensure alignment of policy strategy and operations in liaison with the Monitoring and Evaluation Unit. Manage provincial policing policy implementation and ensure strategic alignment with national policing policies. Ensure conducting of policing research and strategy development. Provide research recommendations and report on Policing Policy and development of legislation and practices. Manage research comparative policing theories and practice nationally and internationally. Implement government wide crime and violence prevention

programmes and strategies. Ensure that Crime Prevention policies and research are effectively consulted with other organs of state and role-players. Ensure conducting of legal research. Liaise and communicate with stakeholders on legislation Ensure research information and legislation proposals are in line with the required frameworks. Manage the development and reviews of Legislation. Oversee the preparation of draft Bills and Regulations. Manage and attend to consultations and Parliamentary processes on Bills. Manage the costing of policies and legislations. Ensure development of financial and fiscal values of related policies and legislation into MTEF inputs. Ensure development and implementation of costing model of the department. Management of physical, human and financial resources.

ENQUIRIES

:

Tebogo Mabitsi Tel No: 012 493 1400/ 1386

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 06/02** : **ASSISTANT DIRECTOR (4X POSTS)**
Financial Management Division, Chief Directorate Budget Management
- SALARY CENTRE** : R444 036 - R532 602 per annum (Level 9)
Pretoria
SA Army Support Formation, Ref No: FMD/01/06/25/01A
SA Navy, Ref No: FMD/01/06/25/01B
SAAF Air Command AMO and Air Force Office, Other BMO, Ref No: FMD/01/06/25/01C, (2 Posts)
- REQUIREMENTS** : Grade 12 (NQF 4) plus a three-year B Degree (NQF Level 7)/ National Diploma (NQF Level 6) in Finance/Accounting/ Cost & Management Accounting as recognised by SAQA. A minimum of three (3) years relevant experience in the budget management environment on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management are essential. Knowledge of Departmental Financial Management system (FMS), report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Auditing, Risk Management, Costing and Occupational Health and Safety (NOSA) and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required.
- DUTIES** : The provisioning of a financial management service within the AoR. The controlling of the execution of the financial plan. The application of budget management policies and instructions. Provide the FMS service to the AoR (Mainframe). Maintain the Financial Delegation Regime. Provide assistance related to financial matters. The provisioning of a budget management service for the MTEF process. Facilitate the financial aspects of the MTEF planning process to finalise the S/D Business Plan and Annual Performance Plans. Participate in the client environmental analysis and make recommendations pertaining to financial risks. Provide the financial management inputs to the commander's brief. Formulate inputs to the commander's brief. Assist with the preparation of the EOE. Participate in the process to finalise Annual performance Plan. Coordinate the evaluation of the Budget Submission. Provide an expenditure and revenue budget control service to the Service / Division: Institutionalise internal control mechanisms. Define the monitoring and evaluation protocols. Execution of the monitoring and evaluation protocol. Ensure compliance of administrative process wrt all Budget Control prescripts and regulations. Control direct debit expenditure. Ensure adjustment of the budget.

Provide Fin Man Advice to the Service/Division. Provide Financial Management advice for the strategic management process. Ensure BH support for all financial management matters. Provide financial advice for informed decision making. Provide Financial Management direction at the Command level in the area of responsibility. The provisioning of support for financial reporting and financial analysis. Define the Financial reporting requirements in area of responsibility (standard & specific/ad hoc). Develop reports. Interpret report and make recommendations to support managerial decisions. Communicate the financial reports to clients and subordinate. Provide the support for management of financial governance risk and compliance. Managed financial management audit queries. Participate in the process to define financial GRC risks. Evaluate and maintain the internal control system wrt financial governance and risks. Provide all audit financial management information required for area of responsibility. Implement the recommendations related to financial management from audit action plan. Support the process to report financial misconduct. Administer the allocated resources: Direct the budget management service in the area of responsibility. Maintain the budget management capability in the area of responsibility. Well administered budget management human resource component in area of responsibility. Support the budget management capability. Ensure compliance with Occupational Health and Safety standards within allocated facilities.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel Tel: (012) 355 5807.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, and Private Bag X 137, Pretoria, 0001 or email to Rendani.Makungo@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE

: Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African Males, African Females, Indian Females, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

POST 06/03

: **ASSISTANT DIRECTOR FUNDING REF NO: FMD/01/06/25/02**
Financial Management Division, Chief Directorate Budget Management: Funding

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 9)
: Pretoria.
: Grade 12 (NQF 4) plus a three-year B Degree (NQF Level 7)/ National Diploma (NQF Level 6) in Finance/Accounting/ Cost & Management Accounting as recognised by SAQA. A minimum of three (3) years relevant experience in the Budget Management environment on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Essential knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations (TR). Knowledge of the Standard Chart of Accounts (SCOA) and Economic Reporting Framework. Knowledge of the Financial Management System (FMS) and advance Management Information Systems (Focus report writing). Proven computer literacy – advance computer software training in MS Office. Conventional Service Writing (CSW) and staff work essential. Intermediate managerial-, communication-, analytical-, innovative, problem solving and interpersonal skills. Ability to work under pressure and long hours when required.

DUTIES

: Support the management and funding of operations and activities: Evaluate, analyse and report on the costing and the execution of budget control during operations/activities. Assisting in providing the draft Departmental Budget Control policy and provide regulatory framework and Budget Control inputs to Departmental policies: Provide, coordinate and prepare inputs to DBC's- and Departmental policies. Facilitate the approval and distribution process. Administering of the August DPBEC: Compile the instruction and provide and co-ordinate the administrative- and secretarial duties during the meeting. Assisting in compiling of a draft Treasury Memoranda for the Adjustments Budget: Obtain target dates and inputs to the draft Treasury Memoranda. Assist in the drafting, routing for approval and distribution of the Treasury Memoranda. Providing inputs for the Annual Report and Financial Statement's Management Report of the DOD: Obtain target dates, guidelines and format for the submissions. Coordinate and verify inputs for correctness and completeness. Submit inputs according to target dates. Compiling a DoD Personnel Report: Write the applicable report to obtain the relevant data. Analyse the data and prepare projections accordingly. Submit a draft report and distribute after sign-off. Administering the Directorate's management processes: Obtain budget preparation guidelines with target dates and financial ceilings. Compile draft APP and budget requirements. Manage the Directorate's Asset Register. Compile monthly and quarterly reports and route for signature.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel tel: (012) 355 5807.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Rendani.Makungo@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE : Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African Males, African Females, Indian Females, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

CLOSING DATE : 28 February 2025

POST 06/04 : **ASSISTANT DIRECTOR, REF NO: FMD/01/06/25/03**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R444 036 - R532 602 per annum (Level 9)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three-year B Degree/ National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Knowledge and sound reasoning of mathematical, accounting and problem-solving ability with strong supervisory skills. Knowledge of computer systems in the public Service/Private Sector, including Persol/Persal, and Microsoft packages (MS Word, Excel and Power point). Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero-defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr J.G. Lottering, tel: (012) 392 2413.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African Males, African Females, Indian Females, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

CLOSING DATE : 28 February 2025

POST 06/05 : **ASSISTANT DIRECTOR (FINANCIAL MANAGEMENT): REF NO: F MD/01/06/25/04**
Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Service, Sub-directorate Contract Admin

SALARY : R444 036 - R532 602 per annum (Level 9)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree in Law or equivalent legal qualification (NQF 7) e.g. B Proc, Bcom Law, LLB, etc. A minimum of 3 years work experience in Contract Management environment on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Valid RSA driver's license/military license. If not in possession of military licence, be able to obtain one within a year. Must be able to obtain security clearance within a year. Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Prescription Act and other relevant legislation in the Public sector. Good knowledge of all relevant legislations and regulatory frameworks in the Public Service. Good knowledge of legal and financial processes related to the contracts. Ability to research, draft, interpret and manage legal contracts. Be able to interpret and apply Legislation, Ability to work in a team and independently. Problem solving,

communication and presentation skills (i.e. verbal & written), negotiation and interpersonal skills. Be able to communicate at various levels of management. Be willing to travel within a short notice when necessary or required.

DUTIES : Research, drafting, negotiating and assisting with litigation of formal and study contracts as requested by different clients in the Department of Defence (DOD). Ensure that all contracts are legally enforceable. Assist and liaise with department's Legal Services and State Attorney's office in litigation pertaining to study and other contracts. Handle queries and enquiries from Services and Divisions. Attend meetings, negotiations and provide legal advice as/when required. Managing administration relating to breach of study contracts. Evaluate and report debt emanating from breach of contract (studies) to Debtors Section. Provide advice to Arms of Services and Divisions on study contract policy. Present policy/ies at ETD and Study Review Board, Ensure that newly developed contracts are vetted by Legal Services section. Provide monthly and quarterly management information reports to the Deputy Director Special Finance Services. Manage resources and staff members assigned to the section.

ENQUIRIES APPLICATIONS : Mr L.S. Khotle, tel: (012) 392 2557.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African Males, African Females, Indian Females, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

CLOSING DATE : 28 February 2025

POST 06/06 : **ASSISTANT DIRECTOR: REF NO: FMD/01/06/25/05**
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Supplier Payments

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 9)
: Pretoria.
: Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/ National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

DUTIES : Ensuring timely payment of all invoices. Management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance-related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Compiling, submitting monthly, quarterly and annual reconciliation. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Budgeting and attending the Budget Control Committee. Facilitation of Staffing Boards, analyse and review documents for your manager/supervisor. Assisting in investigating, co-ordination and answering of audit queries. Managing of personnel and performance evaluation as required per prescripts, assets and materièl resorting under control of this post.

ENQUIRIES APPLICATIONS : Ms S.M. Dlamini, tel: (012) 392-2892 or 2890.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the

Division. Preference will be given to African Males, African Females, Indian Females, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

CLOSING DATE

: 28 February 2025

POST 06/07

SENIOR STATE ACCOUNTANTS REF NO: FMD/01/06/25/06 (2X POSTS)

Finance Management Division, Chief Directorate Accounting, Directorate Related Payments, Medical Payments, Patient Admin Payment Lyttleton

SALARY

: R376 413 - R443 403 per annum (Level 8)

CENTRE

: Pretoria.

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent Special requirements (Skills needed): Sound understanding of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate. Understanding of the financial and accounting processes. Ability to effectively compile and present reports. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

DUTIES

: Ensure that medical invoices are processed timeously. Managing the preparation of medical accounts, drawing, checking and approving schedules on the system. Checking and approval of journals processed in the system. Ensure that suspense accounts are cleared on a monthly basis and reported accordingly. Check and verify all medical reimbursements prior to approval on the system. Provide monthly reports on the performance of the office. Attend to audit queries and provide information timeously. Attend meetings and other office administrative tasks. Ensure proper filing of all financial records. Attend to queries from internal and external stakeholders. Compile Section Budget and monitor on a monthly basis. Investigate and follow up on all finance-related irregularities. Supervise and manage all subordinates.

ENQUIRIES

: Ms N. Bhengu, tel: (012) 392 3110.

APPLICATIONS

: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Fikile.Mokonyane@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE

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POST 06/08

ACCOUNTING CLERK: SUPERVISOR (5 X POSTS)

SALARY

: R308 154 – R362 994 per annum (Level 7)

CENTRE

: Pretoria: Finance Management Division, Chief Directorate Budget Management: Def Sec FMO, Ref No: FMD/01/06/25/07A

Pretoria: Corporate Staff FMO, Chaplain General FMO, Ref No: FMD/01/06/25/07B

Pretoria: SA Army, Infantry Formation, Ref No: FMD/01/06/25/07C

Pretoria: SA Air Force Command BM, Comb Sys GP Budget Management, Ref No: FMD/01/06/25/07D

Cape Town: SA Navy, Fleet Command BM, Command Division, Ref No: FMD/01/06/25/07E

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate with three to five (3 – 5) years' relevant experience in finance environment. Appropriate mainframe/system courses will be applicable. Grade 12 certificate with Finance/Accounting related subjects or three (3) years B Degree or National Diploma in Finance/Accounting with a minimum of three to five (3 – 5) year's relevant working experience on a post level 5 will be significantly advantageous. Special requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Communication, analytical, innovative, problem solving and interpersonal skills. Computer literacy (Microsoft packages) and public financial management are essential. Knowledge of Departmental Financial Management systems (FMS), report writing systems (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential or any other financial systems and Supply Chain Management will be an advantage.

DUTIES

: Provisioning of financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the

FMS (mainframe) service to area of responsibility. Ensure compliance to the delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to an area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice to area of responsibility. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Take minutes and recordkeeping for relevant meetings and discussions. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

ENQUIRIES

: Def Sec BMO (Mr E. Ridgard), tel (012) 355 5510, SA Army
 (Ms T.M.Sekgobela) tel: (012) 355 1238, SA Airforce
 (Mr S.R. Molekwa) tel: (012) 312 2209, SA Navy
 (Ms R.E. Mamaguvhi) tel: (012) 339 4220.

APPLICATIONS

: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Fikile.Mokonyane@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE

: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African Males, African Females, Indian Males, Coloured Males and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

POST 06/09

: **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/06/25/08**
 Finance Management Division, Directorate Stores, Services and Related Payments (DSSRP), Sub-Directorate, Corporate Payments

SALARY CENTRE REQUIREMENTS

: R308 154 – R362 994 per annum (Level 7)
 : Pretoria.
 : Grade 12 (NQF L4) or equivalent certificate with three to five (3 – 5) years' relevant experience in finance environment. Appropriate mainframe/system courses will be applicable. Grade 12 certificate with Finance/Accounting related subjects or three (3) years B Degree or National Diploma in Finance/Accounting with a minimum of three to five (3 – 5) year's relevant working experience on a post level 5 will be significantly advantageous. Special requirements (Skills needed): Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages and Financial Systems. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalisation. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

DUTIES

: Administer settlement of all payments on time. Ensure a detailed check on documentation. Execute all queries emanating from corporate promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found iro contract/instruction and delegations prior to the approval of payments. Follow up on all payment

documentation received late for payments and make sure that appropriate preventative action taken in respect thereof. Verification of journals and confirmation of Telkom Accounts. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Manage personnel and assets within the sub-directorate.

- ENQUIRIES** : Ms D.D. Nchabeleng, tel: (012) 392 2893/2892.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Fikile.Mokonyane@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African Males, African Females, Indian Males, Coloured Males and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025
- POST 06/10** : **ACCOUNTING CLERKS: PRODUCTION (3 POSTS)**
Finance Management Division, Chief Directorate Budget Management:
- SALARY** : R216 417- R254 928 per annum (Level 5)
- CENTRE** : Pretoria
Army Support Formation, Ref No: FMD/01/06/25/09A
Central Staff BM, Ref No: FMD/01/06/25/09B
SA Air Force, Air Comm, Ref No: FMD/01/06/25/09C
- REQUIREMENTS** : Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage Special requirements (Skills needed): Basic communication, analytical, innovative, problem solving and interpersonal skills. Computer literacy (MS Office) essential. Knowledge of Departmental Financial Management system (FMS), report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential or any other financial systems and Supply Chain Management.
- DUTIES** : Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Assist and participate in the process to develop the Annual Performance plan financial management guidelines. Assist in providing an expenditure and revenue budget control service in the area of responsibility. Provide administrative Financial Management System Budget Control functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve al financial management documentation for audit. Taking minutes and recordkeeping for relevant meetings and discussions. Reproduction of all financial management documentation. Distribution of office documentation. The administering of allocated resources. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.
- ENQUIRIES** : SA Army (Ms T.M.Sekgobela) tel: (012) 355 1238, SA Airforce
(Mr S.R. Molekwa) tel: (012) 312 2209, Central Staff
(Ms E.J. Van Vuuren) tel: (012) 355 5805.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

<u>POST 06/11</u>	:	<u>ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/06/25/10 (2X POSTS)</u>
		Finance Management Division. Chief Directorate Accounting, Directorate Central Accounts, Debtor Management
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Computer literate in MS Office, MS Word and Excel. Basic knowledge of the processes and procedures of the collection, recording, and management of debt and related accounting transactions. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect.
<u>DUTIES</u>	:	Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Registering, preparing outgoing correspondence and processing all related accounting transactions. Liaising and corresponding with the State Attorney's office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filling and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.
<u>ENQUIRIES</u>	:	Mr K.O. Nyamane, tel: (012) 392 2778.
<u>APPLICATIONS</u>	:	Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
<u>NOTE</u>	:	Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.
<u>POST 06/12</u>	:	<u>ACCOUNTING CLERK: PRODUCTION, REF NO: FMD/01/06/25/11</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 5)
<u>CENTRE</u>	:	Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate: Medical Payments, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Basic knowledge of financial and accounting processes and understanding of the Public Finance Management Act, Treasury Regulations and other prescripts. Computer literate (MS Office software packages). Ability to work independently and team oriented. Ability to effectively communicate with internal and external stakeholders.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive and acknowledge invoices, Check invoices for correctness and validity. Process all medical payments timeously. Utilise the Finance Management System (FMS) to correctly process valid payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Clear suspense accounts and compile journals. Assists in attending to audit queries and providing copies of documents when necessary. Safekeeping and proper filing of financial records. Attend enquiries regarding payment of medical accounts/invoices. Perform enquiries on PERSOL regarding the medical details of SANDF members. Correctly apply all policy prescripts and regulations on the processing of medical accounts. Assist in general office administration, taking minutes, procuring of office items, collecting and delivering of documents.
<u>ENQUIRIES</u>	:	Ms N. Bhengu, tel: (012) 392 3110.
<u>APPLICATIONS</u>	:	Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
<u>NOTE</u>	:	Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, Indian males, Indian females,

Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

- CLOSING DATE** : 28 February 2025
- POST 06/13** : **ACCOUNTING CLERK: PRODUCTION, REF NO: FMD/01/06/25/12**
Directorate Stores, Services & Related Payments (DSSRP), Sub-Directorate Cash Payments, Cash Payment Region 2
- SALARY** : R216 417 - R254 928 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Ability of understanding, interpreting and correctly applying financial policy and prescripts. Basic Accounting skills and knowledge of contract management and supply chain management process. Must be computer literate and have knowledge of Microsoft Packages and Financial Systems. Sound knowledge of the Public Finance Management Act (PMFA) and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes. Well-developed verbal, written communication skills with good interpersonal relations. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Decisive and persevering in respect of task finalisation. Sound reasoning, mathematical and problem solving ability as well as being trustworthy honest and loyal, positive and innovative. The successful candidate will be required to complete all relevant courses.
- DUTIES** : Timely processing of documents for payment. Verification of cash purchase and sundry transactions in accordance with policy prescripts. Drawing of Accountant and Sub-Accountant Approval Schedules. Compilation of Journal transactions, capturing it and verifying it on the Financial Management System. Performing enquiries on the Central Advance System. Assisting with the administration of replenishments of Sub-Advance Accounts on a daily basis. Assist in compiling accounting reports/statistics. Administration of payments with regard to local air and bus tickets for the travel agent (AB Logistics) of the Department. Ensuring that all payments for the travel agent are paid on time and follow up on any deviations. Answering of queries concerning accounting aspects with regard to Main Advance Accounts and Sub-Advance Accounts. Obtain and provide relative feedback to involved role players. Assisting with general administrative functions and archiving, filing, and safekeeping of all accounting documentation.
- ENQUIRIES** : Ms D.D. Nchabeleng, tel, (012) 392 2916
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025
- POST 06/14** : **ACCOUNTING CLERK: PRODUCTION, REF NO: FMD/01/06/25/13**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment)
- SALARY** : R216 417 - R254 928 per annum (Level 5)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Computer Literate (MS Office packages). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective, correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorated bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with

supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, tel, (012) 392 2417.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025
- POST 06/15** : **SENIOR SECRETARY, REF NO: FMD/01/06/25/14**
Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services
- SALARY CENTRE REQUIREMENTS** : R216 417 - R254 928 per annum (Level 5)
: Pretoria.
: Grade 12 certificate (NQF 4) or equivalent. Post matric qualification in general administration related field, and exposure to general administrative/secretarial duties including management of office assets stationery, procurement will be an added advantage. etc. Special requirements (Skills needed): Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure. Ability to handle variety of tasks Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.
- DUTIES** : Render effective and efficient secretarial services to the director. Take minutes in Director's meetings. Type a variety of documents, including agendas, memos, letters and reports. Handle and maintain the Director's diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisation, receiving visitors and serve tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the director receives agendas and minutes timeously. Update and store the director's personal information. Remind the Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for the procurement of office requirements in the Director's office.
- ENQUIRIES APPLICATIONS** : Ms A. Nkomo Tel, (012) 355 5795.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Cape Town, Northern Cape, Eastern Cape, and Western Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE FOR ATTENTION NOTE** : 03 March 2025
- : Human Resource Management
- : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. 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/>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, 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. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the post of Assistant Director: Internal Control and Compliance with Ref No: CF02/2025 and the post of Director: Atmospheric Policy Regulations and Planning with Ref No CCAQ02/2025 which were advertised on circular 5 of 2025 dated 7 February 2025 have been withdrawn.

MANAGEMENT ECHELON

- POST 06/16** : **DEPUTY DIRECTOR: EPWP COORDINATION: REF NO: EP05/2025**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (all-inclusive remuneration package)
- : Pretoria
- : Degree/National Diploma (NQF6) in Natural Science, Environmental Management Sciences, Development Studies or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of poverty alleviation programmes of Government, specifically the EPWP (including applicable legislation governing the implementation of the programme) and programmes implemented in the Environment and Culture Sector, extensive relevant experience in coordination, complex stakeholder management and understanding of government reporting protocols. Demonstrated application of relevant legislation relating, but not limited to, Inter-governmental Framework Relations. Extensive knowledge of EPWP reporting requirements and systems employed. Proven communication (written and verbal), interpersonal and problem-solving skills. Ability to work under pressure and meet deadlines. and proven track record in management of staff, Proficiency in Excel spreadsheets & Sound numerical and analytical acumen & Experience in

human resources and financial management. A Valid Code B drivers' licence is compulsory & willingness to travel extensively.

DUTIES : Ensure effective functioning of the mechanisms for provincial coordination structures. Ensure that all the national coordination mechanisms are functional and effective. Ensure development of annual/multiyear provincial sector plans. Monitor compliance of sector projects with EPWP guidelines. Ensure participation of national programmes in the sector. Manage staff in the Sub-directorate.

ENQUIRES APPLICATIONS : Mr M Moela Tel: 012 399 9730
: Email: Ep05-2025@dffe.gov.za

POST 06/17 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENFORCEMENT-CRIMINAL INVESTIGATIONS REF NO: RCSM04/2025**

SALARY : R554 490 per annum (OSD)
CENTRE : Western Cape
REQUIREMENTS : A four-year (4) year degree in Environmental Management/Science or equivalent qualification (NQF 8) in a related field coupled with six (6) years post qualification experience. Understand the environmental compliance and enforcement legal framework as well as the Constitutional arrangements governing environmental enforcement related activities. Knowledge of the Criminal Procedures Act and undertaking criminal investigations when it comes to environmental cases. Knowledge of environmental policies, legislation, international instruments, civil procedures, criminal procedures, constitutional law, and administrative law. Knowledge of the criminal justice system and experience in integrating law and science will be an added advantage. Understanding of environmental compliance and enforcement management systems. Good legal drafting, investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of inter-Governmental relations and co-operative governance. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. A service-oriented approach and the ability to work efficiently and effectively under pressure. A meticulous approach and inclination to pay attention to detail. Completion of the Environmental Management Inspectors (EMI) course will be an added advantage. Ability to work well independently and within a team. The candidate must have a valid driver's license as will be expected to travel extensively.

DUTIES : Undertake investigations in relation to offences committed under environmental legislation with the view to issue administrative enforcement notices and/ or undertake criminal investigations. Strategic understanding of environmental crime and knowledge of the respective environmental legal provisions which are applicable. Carry out the function of the Environmental Management Inspector (EMI) by enforcing compliance with environmental legislation and Authorisations issued under such legislation. Promote and build national enforcement capacity in relation to criminal investigations. Establish and maintain appropriate internal controls and reporting systems. Resolve complex problems relating to the applicability of legislative provisions, the approach and instruments to be used when initiating enforcement action and to facilitate co-operative governance when it comes to dealing with environmental crime. Communicate with complainants; transgressors as well as various stakeholders that assist with law enforcement (eg. NPA, SAPS, other spheres of government).

ENQUIRIES APPLICATIONS : Mr G Walters Tel: 012 399 9460
: Email RSCM04-2025@dffe.gov.za

POST 06/18 : **CONTROL BIODIVERSITY OFFICER GRADE A: WILDLIFE ECONOMY REF NO: BC07/2025**

SALARY : R580 551 per annum
CENTRE : Pretoria
REQUIREMENTS : A four (4) years Degree (NQF8) or equivalent qualification in Environmental Management/ Natural Sciences or Human Sciences or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of the NEMA; NEMBA; and the GMO Act. Knowledge of the regulations promulgated there under and departmental policies with special reference to Alien and Invasive Alien Species. Understanding of the environmental risk assessment of GMOs and AIS. Knowledge in general government administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Knowledge and in-depth understanding of the United Nation Convention on Biological Diversity and the Cartagena Protocol on Biosafety. Skills: Planning skills; Good communication skills; Negotiations skills; Policy development; Computer literacy and Creativity; Report writing skills and Organisational skills. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution.

DUTIES : Provide support to Small, Medium and Micro Enterprises (SMMEs) within the wildlife and ecotourism sectors. Identify and enter into partnerships to facilitate SMMEs growth and for the implementation of the Biodiversity Lab outcomes. Coordinate Memoranda of Understanding

(MoUs) development and implementation with academia and other research bodies. Coordinate reporting of the wildlife sector in terms of jobs created and economic contribution. Participate in the development, review and implementation of the Biodiversity Economy Satellite account. Monitor, review, and evaluate progress on implementation plans. Assist SMMEs to comply with relevant legislation, regulations, certification standards etc. Provide technical support to the National Focal Point on Wildlife Economy related activities. Coordinate stakeholder engagement on Wildlife Economy related activities. Participate in development and review of legislation regulations, certification standards etc. related to the wildlife sector.

ENQUIRY
APPLICATIONS

:
: Ms L Tshitwamulomoni Tel No: 012 399 9611
: Email: BC07-2025@dfre.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). These positions are being re-advertised and candidates who had previously applied should re-apply.
- CLOSING DATE** : 03 March 2025
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference on all DHET positions".

MANAGEMENT ECHELON

- POST 06/19** : **CHIEF FINANCIAL OFFICER REF NO: DHET01/02/2025**
Branch: Chief Financial Office
- SALARY** : R1 741 770 per annum (Leve 15), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF level 8 qualification in the field of Finance/ Management Accounting or related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. 8 years experience at senior managerial level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's license. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.
- DUTIES** : The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations, and other finance-related prescripts; provide strategic support and guidance to the

Accounting Officer (Director- General) and Programme Managers (Deputy Directors–General). Manage and facilitate the provision of financial management services. Develop, implement, and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems, and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and monitor the utilization of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within the Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimize the Department’s risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities’ compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attending to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Higher Education and Training.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 06/20

: **EXECUTIVE OFFICER: NATIONAL SKILLS FUND REF NO: DHET02/02/2025**
Branch: Chief Financial Office

SALARY CENTRE REQUIREMENTS

: R1 741 770 per annum (Leve 15), (all-inclusive remuneration package)
: Pretoria
: An appropriate NQF level 8 qualification in the field of finance/ economics/ public management and related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. 8 years’ experience at senior managerial level coupled with extensive management experience in the field of financial management/ economic management and corporate governance. Previous working experience in strategy management in similar organization. In-depth knowledge of the post school education and training, the national skills fund mandate and strategies. Knowledge of the education system and pedagogy. Knowledge of post-school education framework. Knowledge of National Skills Fund business strategies and goals, National Skills Fund Services, National Skills Fund business processes, and value chain, National Skills Fund policies, procedures and regulations, National Skills values as well as National Skills Fund goals Good understanding and knowledge of legislative frameworks such as Skills Development Act, Skills Development Levies Act, Public Service Act, Public Service Regulations, Public Financial Management Act and National Treasury Regulations. Acumen and understanding of the transformation challenges within the post-education and training sector. Solid understanding of the dialectic relationship between the fourth industrial revolution and higher education and research. Strong stakeholder engagement with high-level strategic management and leadership capabilities. A good understanding of the policy and legislative environment as well as socio-economic growth and development goals locally and internationally that impact higher education. Excellent knowledge of key education legislation in the post-school education and training sector. Knowledge of strategic planning and policy development. Knowledge of marketing, brand and communication management. Knowledge of functioning of public sector Education environment. Knowledge on the issues pertaining to the NSF and DHET. Strategic capability and leadership. Project and programme management. Budget and financial management. Change management. People management and empowerment. programme and project management. Service delivery Innovation, problem solving and analyzing, knowledge management, client orientation and customer focus, marketing and communication management, honesty and integrity, monitoring and evaluation, negotiation, quality management, stakeholder engagement and management and technical proficiency. Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South

<u>DUTIES</u>	:	<p>Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.</p> <p>Responsible for proactive leadership and providing strategic direction to the National Skills Fund to ensure that it meets its mandate. Direct the development of the National Skills Fund strategy. Manage the final approval of the National Skills Fund Strategic Plan. Establish long, medium, and short-term strategic opportunities for the National Skills Fund. Provide strategic and policy advice to the Executive Authority and Director-General regarding the National Skills Fund. Provide support to the Minister and Director-General in relation to the development of solutions for the challenges specific to the Branch to ensure delivery of the Branch-related key results area including paying a direct role regarding inputs into strategy, being accountable for relevant inputs to Parliamentary Committee meetings, cluster meeting and implementation of the sector plan. Direct policy and provide inputs into policy development aligned to the National Skills Fund strategic plan. Formulate policy and planning recommendations to the relevant department and fund governance committee. Review and provide inputs into high-level decisions impacting the skills development environment and sector. Approve and authorize capital allocation for Chief Directorates and projects. Take overall accountability for the management of financial and physical resources within the National Skills Fund. Mobilize and allocate resources in accordance with the defined priorities. Direct and manage the management team and all units within the National Skills Fund. Accountable for the operations of the National Skills Fund. Ensure institutional transformation and change. Accountable for the Grants Disbursement Framework. Oversee marketing branding and communications activities for the National Skills Fund. Oversee the development of the public relations and communication strategy for the National Skills Fund. Participate, lead and guide National Skills Fund's participation in strategic stakeholder engagement and management as well as intergovernmental relations management structures. Promote organization and stakeholder change related to the organization's mission. Represent the Department on key forums and structures to promote the skills agenda. Manage the National Skills Fund's relationship with the Department of Higher Education and Training and relevant public entities. Provide strategic advice and support in respect of the establishment, management and enhancement of strategic relationships and partnerships by the Department. Ensure adherence to policy and statutory directives relevant to the post-school education sector. Monitor the execution of the operational plan for the Directorate including a budget, performance targets, and measurement metrics and reporting. Ensure sufficient capacity within sub-programmes to achieve the monitoring objectives of projects and programmes. Manage the performance of employees in accordance with the policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets for the Directorate. Motivate team members and create a culture of high performance. Operate within delegated authorities. Always adhere to the values of the National Skills Fund.</p>
<u>ENQUIRIES</u>	:	<p>Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365</p>
<u>POST 06/21</u>	:	<p><u>DIRECTOR: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES REF NO: DHET03/02/2025</u> Branch: Office of the Director-General Chief Directorate: Executive Support and Coordination</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 216 824 per annum (Level 13), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public/Business administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of working experience in administration and five (5) years' experience at middle/senior managerial level. Excellent knowledge of the legislative and policy context of the higher education system is required. Sound Knowledge of Records Management. Strategic planning and leadership skills. Good knowledge and understanding of Public Finance Management (PFMA), Supply Chain Management, and Human Resources Management. Strategic planning and leadership skills. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite, and organizational, administrative, and information management skills are key requirements. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Director-General. Oversee and coordinate the administrative staff and provide overall administrative support to the Director-General. Provide efficient and effective secretarial service to internal meetings of the Director-General. Monitor, track, and coordinate decisions taken at the meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Director-General. Manage the budget, procurement of goods and services, and inventory of the</p>

Office of the Director- General. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 06/22 : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X4 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY CENTRE : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Mpumalanga/North-West Regional Office Ref No: DHET04/02/2025
Eastern Cape Regional Office Ref No: DHET05/02/2025
Limpopo Regional Office Ref No: DHET06/02/2025 Western/Northern Cape Regional Office Ref No: DHET07/02/2025

REQUIREMENTS : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10 years of experience in the Post-School Education and Training sector and five (5) years' experience at middle/senior managerial level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.

DUTIES : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 06/23 : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REFNO: DHET08/02/2025)**
Component: Mpumalanga/ North-West Regional Office

SALARY CENTRES : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Regional Office (Standerton)

REQUIREMENTS : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or related qualification. A postgraduate degree in Education (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10 years of experience in the Post-School Education and Training sector. Five (5) years' experience at middle/ senior managerial level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.

DUTIES : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (councils, SRCs, Academic Boards, and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation,

including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 06/24 : **DIRECTOR: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT REF NO:09/02/2025**

Branch: University Education
Directorate: University Research Support and Policy Development

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or related qualification. A postgraduate qualification in policy development or equivalent in the relevant field would be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post- school education and training sector and relevant management experience with five years' experience at middle/senior managerial level. Excellent knowledge of the legislative and policy context of the higher education system is required. The candidate must also understand the policy development process and have been involved in the development of policies for the higher education sector. The candidate must have a deep understanding of the research output and creative and innovation output policies and an appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. The candidate must be able to lead teams to monitor systems, undertake evaluation and policy development tasks, and be able to work innovatively and flexibly across diverse higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, Excel, PowerPoint etc. is required. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting would be a distinct advantage. A valid driver's license.

DUTIES : The scope of this position will include management of a team of professionals; development and review of policies for various areas of HE; engagement with relevant higher education research to inform policy development for the sector; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Creative and Innovation Outputs Policy, and the management of the evaluation of products for the purposes of subsidy; monitor the quality of outputs across public higher education institutions and support quality improvement in research production; oversight of the management and implementation of the Higher Education HIV and AIDS (HEAIDS) programme; policy development and coordination for the internationalization of the South African higher education system; secretariat for the Department's engagements and partnerships within BRICS including, the BRICS Think Tanks Council, the BRICS Academic Forum and BRICS Network University; oversight of the South African Brics Think Tank.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 06/25 : **PRINCIPAL REF NO: DHET10/02/2025**
Branch: Technical and Vocational Education and Training Colleges

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Esayidi TVET College

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A relevant postgraduate qualification in the Post Schooling Education and Training sector will be an added advantage. A minimum of eight (8) years' experience within the Post School Education and Training sector and five (5) years' experience at middle/ senior managerial level. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management, and development. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and

leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post
- CLOSING DATE** : 03 March 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that does not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 06/26** : **SENIOR STATE LAW ADVISOR: LP9; REF NO: 24/101/LD**
- SALARY** : R1 132 806 – R1 762 857 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Civil Justice System and Rules of Court; A valid driver's license. Skills and Competencies: Legal research and legislative drafting; Analytical thinking; Research skills; Communication skills (written and verbal); Report writing skills; Problem solving and decision-making skills; Interpersonal relations; Supervisory skills; Ability to work under pressure and independently.
- DUTIES** : Key Performance Areas: Conduct legal research that will provide information and case flow relevant to the legal matter at hand and present motivation/ proposal on how the specific case should be approached to obtain outcomes; Conduct the review of existing of rules of court on a regular basis to amend, repeal or make new rules; Draft new Rules of Court; Coach/ mentor the State Law Advisor; Oversee the team of State Law Advisors responsible for conducting legal research and drafting court rules; Perform a secretarial function to the Rules Board and its Committees
- ENQUIRIES** : Ms. R. Sema Tel No: (012) 315 1333
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 06/27** : **SENIOR COURT INTERPRETER: (3 POSTS)**
(This is a re-advertisement; applicants who previously applied are encouraged to re-apply)
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Vrede and Bethlehem Ref No: 25/03/FS (2 Posts)
Magistrate, Office: Tsomo; Ref No: 3/25EC
- REQUIREMENTS** : NQF Level 4/ Grade 12- and ten-years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid driver's license. Language Proficiency: Vrede and Bethlehem: English, IsiZulu and Afrikaans or Sesotho. Tsomo: Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language) (Applicants will be subjected to a language

- test – speak, read and written); Skills and Competences: Good communication (verbal and written), Listening skills, Inter-personal relations, Problem solving, Planning and organising and analytical skills, Time management, Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Coordinate sourcing of foreign language interpreters in consultation with the Prosecutors; Provide line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Free State: Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
Eastern Cape: Mr S Nofemela Tel No: (043) 702 7000 / 7003
- APPLICATIONS** : Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein.
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 06/28** : **PROVISIONING ADMINISTRATION OFFICER: ASSETS REF NO: 25/14/FMS**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 6 qualification in Financial Management/ Auditing/ Cost Management as recognized by SAQA; A minimum of 1 year experience in Asset Management environment (Asset Disposal, verification and accounting); Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act; Knowledge of Supply Chain Management prescript, Assets Management framework and policies; Knowledge of BAS. Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Administer asset disposal; Update the asset register; Reconcile asset disposal; Render general administration services; Administer asset verification and reconciliation of BAS and Asset Register; Provide effective people management.
- ENQUIRIES** : Ms. A Van Roos Tel No: (012) 315 1094
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 06/29** : **MAINTENANCE OFFICER: (MR3 – MR5) (2 POSTS)**
(This is a re-advertisement)
- SALARY** : R307 659 – R625 059 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Wolmaransstad Magistrate Court, Ref No: 25/VA04/NW
Stielfontein Magistrate Court, Ref No: 25/VA03/NW
- REQUIREMENTS** : LLB Degree or a four 4 year legal qualification; At least 2 years' post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills And Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Provincial Office, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, CNR. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to: Advert012025@dpsa.gov.za
- CLOSING DATE** : 03 March 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp."From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.
- OTHER POST**
- POST 06/30** : **PERSONAL ASSISTANT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: E-GOVERNMENT SERVICES AND INFORMATION MANAGEMENT REF NO: DPSA 01/2025**
- SALARY** : R308 154 per annum (Level 7). Annual progression up to a maximum salary of R362 994 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in rendering support services to senior management or Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.
- DUTIES** : Manage the Director-General's diary and prioritise the Director-General's meetings. Inform the Director-General ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Director-General. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Director-General. Undertake follow-ups on issues raised by the Director-General to stakeholders (internal and external). Draft summaries for the Director-General in relation to documents submitted for the Director-General's attention. Co-ordinate local and international travel and accommodation arrangements for the Director-General and prepare S & T claims. Perform any other duties as requested by the Director-General.
- ENQUIRIES** : Mr. Mandla Ngcobo Tel No: (012) 336 1421.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note
- CLOSING DATE** : 28 February 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following [link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/](http://www.thensg.gov.za/training-course/sms-pre-entry-programme/). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 06/31** : **ASSISTANT DIRECTOR: AVIATION SAFETY REF NO: DOT/HRM/2025/05**
Branch: Civil Aviation
Chief Directorate: Aviation Safety, Security, Environment, Search and Rescue
Directorate: Aviation Safety and Security
Sub-directorate: Aviation Safety
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 6 qualification as recognised by SAQA in Transport Management / Transport and Logistics Management / Law / International Relations with years' experience at a supervisory or practitioner level in the aviation field. Knowledge And Skill: Good knowledge of international aviation regulatory and institutional frameworks. Knowledge of aviation transport system in South Africa. Experience of participation in international multilateral forums. Understanding of South Africa's role in the international aviation arena and sound knowledge of ICAO processes. Experience in managing statutory bodies and Committees. Organisational skills. Computer literacy. Communication: Verbal & Written communication - English - above average. Interpersonal skills. Governance related to information. Financial Management: Processing of claims in accordance with PFMA prescripts and Department's Circulars. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Career Pathing: Promotion to next level: Progression to next level is possible through competition for a vacant position.
- DUTIES** : Provide Technical Support to Aviation Appeal Committee. Provide Secretariat services to the Aviation Appeal Committee which include, organising venue, refreshments and parking, attendance of meetings to record proceedings and decisions, briefing the Committee on each issue, and notification of interested parties of decisions taken at meetings pertinent to them. Compile Appeal documents for the Aviation Appeal Committee. Processing of the Committee

Members' remuneration and follow up on payment finalisation and arrange for claims of travel subsistence. Assist in managing the existence of the Aviation Appeal Committee and ensure compliance with statutory obligations. Assist in ensuring compliance with departmental processes as well as the PFMA in the appointment of consultants to render services to the Aviation Appeal Committee, including completion of tender specifications and obtaining all approvals. Research on matters as requested by the Aviation Appeal Committee and provide input on matters relating to the Aviation Appeal Committee. Provide Technical Support to Safety Review Panel. Provide Secretariat services to the Safety Review Panel (SRP) which includes invitation to Panel Members, arrangement of venue, refreshments and parking. Distribution of agenda, accident and incident investigation reports and relevant documentation to the SRP. Attendance of SRP meetings to record proceedings and decisions, make briefing to the Panel and drafting of minutes after meetings. Maintain records of Declaration of Interest forms by the Panel Members. Assist in managing the existence of the SRP and ensure compliance with statutory obligations. Assist in ensuring compliance with departmental processes as well as the PFMA in the appointment of consultants to render services to the SRP, including completion of tender specifications and obtaining approvals. Research on matters as requested by the SRP. Participate in Forums dealing with Aviation Safety. Participate in national, regional and international forums dealing with aviation safety. Participate in the development, amendment and review of Civil Aviation Regulations. Participate in Civil Aviation Regulations Committee, Sub-committees and Workgroups meetings relating to aviation safety. Liaise with International Civil Aviation Organization (ICAO) and the South African Civil Aviation Authority on matters related to aviation safety. Provide input and feedback to ICAO on matters dealing with aviation safety. Attend inter-departmental working groups on matters dealing with aviation safety. Monitor South Africa's compliance with its international obligations relating to civil aviation safety. Draft memoranda, submissions, reports and Cabinet Memo regarding aviation safety issues. Draft memo for the submission of aircraft accident and incidents investigations reports. Assist in monitoring the implementation of Safety Recommendations emanating from aircraft accident and incidents investigations reports. Participate in State Safety Programme meetings and liaise with aviation stakeholders. Participate in regional and national industry workshops on safety management system as well other safety related forums and provide feedback on the outcome of meetings attended. Handle enquiries relating to aviation safety matters and liaise with legal services and national treasury for approval of amendments to regulations. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Render support for the management of projects including planning and or implementation of projects. Assist in effective management of resources, budget and tasks allocation. Liaise and coordinate with other Directorates, aviation stakeholders and other Departments with regards to aviation safety projects. Coordinate travel documents and claims for approval. Provide input for the development of strategic and annual reports of the Directorate.

ENQUIRIES
NOTE

- : Ms Patience Mabasa Tel No: (012) 309 3278
- : Candidates must quote the name of the post as follows; "Assistant Director: Aviation Safety" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 28 February 2025

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

OTHER POSTS

POST 06/32 : **CHIEF ENGINEER GRADE A REF NO: 280225/01 (X2 POSTS)**
Branch: Infrastructure Management: Head Office Dir: Infrastructure Implementation Planning

SALARY : R1 200 426 - R1 371 489 per annum (All-inclusive OSD salary package)

CENTRE : Head Office Pretoria

REQUIREMENTS : An Engineering Degree (B Eng / BSc (Eng)) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or PMP Certification will serve as an added advantage. Ten (10) or more years' experience in the planning, design, and construction of water resources infrastructure projects will serve as an added advantage. Extensive experience in project management especially in the project management of large infrastructure projects. Experience in large water infrastructure will be beneficial. Understanding of the complete project life cycle from initial planning stages through to completion. Extensive contract management experience. Knowledge of standard forms of contract for engineering and construction works, such as GCC, FIDIC and NEC. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Detailed knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering are recommended. High-level communication skills both (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem-solving and analysis skills. Computer proficiency (such as MS Office, MS Project, etc). Ability to work independently, and be self-motivated, responsible and reliable.

DUTIES : Manage and oversee all aspects of project implementation. Coordinate the implementation of a portfolio of mega-projects. Coordinate water users, institutions, and stakeholders' input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department's interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the coordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the coordination and management of both external and internal stakeholders on infrastructure projects. Manage the process commissioning of infrastructure

and takeover by the Operations Unit. Provide leadership and direction on projects and to subordinates. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.

**ENQUIRIES
APPLICATIONS**

: Ms Z Mvusi, Tel No: (012) 336 8439
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO06@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

NOTE

: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

POST 06/33

: **ENGINEER PRODUCTION GRADE A - C REF NO: 280225/02**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water Resources Management Head Office Dir: National Hydrological Services

SALARY

: R833 499 – R1 254 282 per annum (All-inclusive OSD salary package) (Offer will be based on proven years of experience)

**CENTRE
REQUIREMENTS**

: Head Office Pretoria
: A Civil Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Communication and administrative skills. Pertinent knowledge and experience within the field of hydrology and hydraulics. Construction experience. Knowledge of the National Water Act (no 36 of 1998), as well as other relevant acts and legislation like the National Environmental Act (no. 107 of 1998) and dam safety legislation. Computer literacy.

DUTIES

: Oversee the establishment of flow gauging sites and direct/indirect hydraulic calibration of flow gauging sites, in addition, will be required to assist in all flood frequency activities and flow information improvement. Render civil designs for stream flow gauging weirs network in the country. Support Provincial Offices (Hydrometry) by ensuring that Environmental Impact Assessment for new gauging weir sites are carried out on time. Support Provincial hydrometry / hydrological services with preparation of gauging weir maintenance management plans for the and ensure approval by National Department of Forestry Fishery and Environment. Supervise the construction / rehabilitation of gauging weirs in various sites. Audit all relevant engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and other organisations. Liaise with the hydrological components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Technicians.

**ENQUIRIES
APPLICATIONS**

: Mr Z. Maswuma, Tel No. (012) 336 8784
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO06@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

POST 06/34

: **QUANTITY SURVEYOR PRODUCTION GRADE A - C REF NO: 280225/03**
Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services, Sd: Quantity Surveying and Contract Management

**SALARY
CENTRE
REQUIREMENTS**

: R721 476 – R1 084 368 per annum (OSD)
: Head Office Pretoria
: Degree in Quantity Surveying or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high performance culture and networking. Professional judgement and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES

: Reports to the Chief Quantity Surveyor. Provide support to all engineers, contract managers and site agents. Pricing of new construction works development of bills of quantities and estimates and valuation and submission of payment certificates. Calculation of unit rates for record keeping, creating a data base for all construction costs and activities. Co-ordinate professional teams on all aspects regarding quantity surveying and cost reporting. Ensure adherence to quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates

		accomplished by engineering designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration.
<u>ENQUIRIES</u>	:	Mr. V Monene, Tel No: (012) 336 7842
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO06@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
<u>POST 06/35</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A, REF NO: 280225/04</u> Branch: Water And Sanitation Services Management Sd: Irrigation Agriculture Water Loss Control and Demand Management
<u>SALARY</u>	:	R580 551 per annum (OSD)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	A four (4) year Degree or equivalent qualification in natural or environmental sciences in Agriculture Science / Irrigation Agriculture. Six (6) years post-qualification experience in agriculture water management with a focus in water loss control. The disclosure of a valid unexpired driver's license. Computer literate. A clear understanding of the Department role, policies and regulations with respect to water resource management, conservation and protection. Knowledge of National Water Act, 1998 policies, regulations and strategies and relevant legislation as relate to conservation of agriculture resources. Understanding of water control measures such as dam control, water abstraction, quota allocations within the schemes and river systems. Innovative thinking, negotiation and networking stakeholder engagement skills. Knowledge of Human Resource Management Policies and clear understanding of transformation policies in public service. Knowledge of strategic planning, resource allocation, and human resources. Knowledge of Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of Project Management. Problem-solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Valid driver's License. The ability and willingness to travel and work long hours where necessary. Supervise of staff.
<u>DUTIES</u>	:	Assist to set up Water Conservation and Water Demand Management targets through the development of Water Management Plans for the Irrigation Schemes. Contribute towards coordination, planning, presentation, evaluation and reporting of water control training programs. Conduct and administer water use efficiency audits and submission of monthly water use efficiency accounting reports. Administer and update Water Use Efficiency Accounting Report database, prepare consolidated quarterly and annual water losses reports for the irrigation schemes within the water management areas. Trouble shoot water losses, inefficient use and water measurement challenges. Host regular workshops with water control personnel and conduct joint inspections on irrigation water schemes. Participate in the irrigation agriculture broader research and technology transfer projects. Contribute towards strategic and business planning for the Sub Directorate: Water Loss Control and Demand Management.
<u>ENQUIRIES</u>	:	Mr Thabo Masike, Tel No: (012) 336 6793
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO06@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
<u>POST 06/36</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (MECHANICAL ENGINEERING)</u> <u>REF NO: 280225/06 (X3 POSTS)</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R371 253 – R556 080 per annum (OSD) (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Tugela Vaal Area Office
<u>REQUIREMENTS</u>	:	A National Diploma in Mechanical Engineering. Three (3) years post qualification technical mechanical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance, technical design and analysis knowledge, technical report writing, technical consulting, research development and project management. Change management, people management. Good written and verbal communication skills, computer skills, decision making problem solving and analysis. Planning and organising. Customer focus and responsiveness.
<u>DUTIES</u>	:	Analysis and development of water resources systems operating rules. Development of planning/Operation models or decision support systems for Water Resource Development/Management. Expert advice in Water Resource Planning /Operations. Development of Business Plan and manage Human Resources.
<u>ENQUIRIES</u>	:	Mr Nkosinathi Buthelezi, Tel No: (036 438 6211
<u>APPLICATIONS</u>	:	Eastern Operation: Please email your application quoting the relevant reference number on the subject line to: Recruitmidmar@dws.gov.za or hand deliver to: R103 Prospect Road Midmar

Dam, Howick 3290 or post to: The Department of Water and Sanitation, Private Bag X1652, Bergville 3350. For attention: Mr M Mncwabe.

POST 06/37

: **ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 280225/07**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Central Operation Dir: Operations Central: Sd: Maintenance

SALARY
CENTRE
REQUIREMENTS

: R362 130 per annum (OSD)
: Jericho Dam (Usutu River)
: Appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.

DUTIES

: Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete a practical and theoretical test.

ENQUIRIES
APPLICATIONS

: Mr A.P Maphanga, Tel No: (017) 846 6000
: Central Operation (Jericho Dam Usutu River): Please email your application quoting the reference number to: Recruitment.JrdArtf@dws.gov.za or hand deliver to the Department of Water and Sanitation, Jericho Dam, Admin Building, Amsterdam, Human Resource office or post to The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 For Attention: Ms K.E. Thomo

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER**

MANAGEMENT ECHELON

- POST 06/38** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT SOCIAL DEVELOPMENT. REF NO: HOD/SD/2025**
 This is a re-advertisement; applicants who applied previously are encouraged not to apply. (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 259 984 - R2 545 854 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg, Gauteng
- REQUIREMENTS** : A relevant qualification in Social Work, Social Studies, Public Management, Business Administration or in a related field at NQF level 8 as recognized by South African Qualifications Authority (SAQA). Ten (10) years' experience at Senior Management level. Key Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, Strategic leadership, change management and project management skills, service delivery innovation, Compliance with the Public Service Act and regulations, legislation and regulations governing social issues, as well as the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent coordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. The ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Overseeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic output of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Enhancing universal access to resource for migrants, minorities, and other disadvantaged groups, implementing the accelerated Transformation Strategy, Implementing programmes to provide support to victims of crime ,Strengthening efforts to combat drug and alcohol abuse and implementing targeted interventions in hotspots, provision of integrated community care-based programmes, Enhance social protection to those in greatest need, including older persons and vulnerable groups, Enhancing sustainable livelihoods through the expansion of social cooperatives ,war on poverty interventions, welfare to work programme, income generating and skills development programmes (including community development interventions), Creating opportunities for access to information, programmes and knowledge through education.
- ENQUIRIES** : Ms Pange Radebe: Tel No: (011) 298 5632/ 066 315 6970
- APPLICATIONS** : should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
- NOTE** : Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications

Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the, New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 07 March 2025

POST 06/39

: **HEAD OF DEPARTMENT (HOD): DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD/GDARD/2025**

This is a re-advertisement; applicants who applied previously are encouraged to apply. (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY

: R2 259 984 – R2 545 854 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.

CENTRE

: Johannesburg

REQUIREMENTS

: A relevant qualification in Agricultural Science / Economics / Veterinary Services / Rural Development or in a related field at NQF level 8 as recognized by South African Qualifications Authority (SAQA). Ten (10) years' experience at Senior Managerial level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

DUTIES

: Providing strategic leadership and driving the strategic planning and implementation processes of the Department; Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management framework of the Public Service, Managing the performance and service delivery of the Department, Implementing appropriate policies, strategies, structures, systems and processes to deliver on mandates, Making contribution to the broader strategic environment of Gauteng, Ensuring that the highest standard of corporate governance and ethics are upheld, Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. He/she must further ensure that the Gauteng Department of Agriculture and Rural Development provide visionary leadership to radically modernise and transform the agri-food value chain, ensure the provision of agriculture

development services; ensure access to and inclusive participation in commercial agri-food value chain and agro-processing; the provision of veterinary services; promote food security; promoting/contributing/stimulating integrated rural and urban development; and promoting the One Health System.

**ENQUIRIES
APPLICATIONS**

: Ms Pange Radebe: Tel No: (011) 298 5632/066 315 6970
: Should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

NOTES

: Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 07 March 2025

GAUTENG DEPARTMENT OF ROADS AND TRANSPORT

**CLOSING DATE
NOTE**

: 28 February 2025
: In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on 0113557521/ 0113559088. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. 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 representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation 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.

OTHER POSTS

- POST 06/40** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: REFS/022152 (02 POSTS)**
Sub-Directorate: Internal Control
- SALARY** : R444 036.per annum (level 9) (Plus Benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A National Diploma (NQF 6)/ Bachelors degree (equivalent to NQF 7) in Auditing/Accounting/Internal audit/Risk Management. Minimum of 3-5 years' experience in risk management/auditing. Of which 2 years must be at a supervisory level. Knowledge of: GPG and GPDRT policies and procedures; Relevant legislation and Public Service Regulations; Public Finance Management Act; National and Provincial Treasury regulations; Internal control tools and techniques; Public service anti -corruption strategy and anti - corruption and fraud prevention measures; Principles and practice of financial accounting; Accounting and auditing standards; Supply Chain Management Acts and Regulation. Skills and Competencies: Client orientation and customer focus; People management and empowerment; Service delivery innovation; Problem solving and analysis; Research; Reporting writing; Presentation skills; Use of analytical tools; Excellent verbal and written communication skills.
- DUTIES** : Develop action plans in response to external audit recommendations; Monitor the implementation of such plans; Conduct internal control assessments; Analyse and document areas of risk and mitigating plans; Compile reports; Analyse existing policies and procedures; Conduct research, develop, and implement internal policies and procedures; Review compiled financial information to provide assurance; Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department.
- ENQUIRIES** : Ms. M Makhetha, Tel no: (011) 355 7521
- POST 06/41** : **ADMINISTRATIVE OFFICER REF NO: REFS/022153 (02 POSTS)**
Sub-Directorate: Internal Control
- SALARY** : R308 154 per annum (Level 7) (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A 3-year National Diploma (NQF Level 6 equivalent) in Auditing/Accounting/Internal audit/Risk Management. Minimum of 1-2 years' experience in risk management/auditing. Knowledge of: GPG and GPDRT policies and procedures; Relevant legislation and Public Service Regulations; Public Finance Management Act; National and Provincial Treasury regulations; Internal control tools and techniques; Public service anti-corruption strategy and anti-corruption and fraud prevention measures; Principles and practice of financial accounting; Accounting and auditing standards; Supply Chain Management Acts and Regulation. Skills and Competencies: Client orientation and customer focus; People management and empowerment; Service delivery innovation; Excellent verbal and written communication skills.
- DUTIES** : Coordinate the implementation of audit recommendations; Conduct internal control assessments; Analyse and documents areas of potential risks and mitigations factors within the department; Conduct statistical analysis to quantify internal control deficiencies for each business unit within the department; Develop, implement and maintenance plan internal control strategies and procedures; Develop internal control profile on the significant risk exposures for the department; Compile findings reports on the identified internal control deficiencies and make recommendations; Coordinate compliance monitoring in relation to policies, processes and procedures; Compile financial information to provide assurance; Review financial information prior to submission to GPT; Review all SCM compliance; Support in facilitating the annual AGSA audit process; Provide Administrative support to the unit.
- ENQUIRIES** : Ms. M Makhetha, Tel no: (011) 355 7521

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 07 March 2025
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

OTHER POSTS

- POST 06/42** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF. NO: CSL12/2025**
- SALARY** : R552 081 per annum (level 10)
- CENTRE** : Pinetown
- REQUIREMENTS** : The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.
- ENQUIRIES** : Durban West District – Ms. F Buthelezi, Tel No. 082 410 6835
- POST 06/43** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF. NO: CSL13/2025**
- SALARY** : R552 081 per annum (level 10)
- CENTRE** : Mbonambi / Empangeni
- REQUIREMENTS** : The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthening partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : King Cetshwayo District – Mr. N.M Nyawo, Tel No. 035 – 580 1119

POST 06/44 : **DRIVER REF. NO: CSL14/2025**

SALARY : R183 279 per annum (level 4)

CENTRE : Pietermaritzburg

REQUIREMENTS : Matric and a valid driver's licence (Code C1 with valid PDP), coupled with a minimum of 3 years' driving experience since obtaining the relevant driver's license. 1 year work experience as a driver. Applicants must be prepared to work extended and irregular working hours. Applicants who were previously employed as a driver by reputable employers and with clear and traceable references will be given an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handled.

ENQUIRIES : Mr. V.V Khumalo, Tel No. 035 – 3419348

KWA-ZULU NATAL DEPARTMENT OF HEALTH

The Department of Health 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

OTHER POSTS

POST 06/45 : **CLINICAL NURSE PRACTITIONER JOLIVET CLINIC (CTK 01/25) REF: JOLIVET CLINIC CTK 08/2024 (1 POST)**
Branch: Human Resources

SALARY : Grade 1: R451 533 - R530 376.per annum

Grade 2: R553 545 - R686 211.per annum

CENTRE : Christ The King Hospital

REQUIREMENTS : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus. Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus. Current registration with SANC as General Nurse and Primary Health Care/ Advance Midwife plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus. Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care/Advanced Midwife plus. A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Current and previous verification of employment endorsed by HR, not certificate of service. 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' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control

standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: MISS K.G Letsoalo Tel No. (039) 834 7500 – Ext No. 7539.
 : Applications may be forwarded to: Assistant Director - HRM, Private bag X542, Ixopo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za and Njabulo.dlamini2@kznhealth.gov.za and Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. NB: Failure to comply with the above instructions will disqualify applicants.

**FOR ATTENTION
NOTE**

: Mr Z.C Mhlongo Human Resources, Tel no: 039 834 7500
 : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 11/2024. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 28 February 2025

DEPARTMENT OF HEALTH: KWAZULU-NATAL

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

APPLICATIONS

: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower Attention: MR S Nguza "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for. Applicants may also visit any one of our Designated Online Application Centre's (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 Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

**CLOSING DATE
NOTE**

: 28 February 2025
 : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview

following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

OTHER POSTS

POST 06/46 : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT: BAS SYSTEM CONTROLLER; REFE NO. G01/2025**

SALARY : R444.036.per annum (Level 9)

CENTRE : KZN

REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent coupled with a minimum three (3) year's work experience on BAS, PLUS Advanced computer literacy in particular Excel. PLUS Knowledge of PFMA, Treasury regulations and guidelines, Standard Chart of Accounts, Government financial systems, Principles and practice of accounting and auditing, government accounting standards (GRAP), Persal and Logis, Plus Experience in BAS Systems Controller will be an added advantage, A valid drivers' License. Recommendations: Experience In BAS Systems Controller Will Be an Added Advantage. Knowledge, Skills, Training And Competencies Required:- Must have extensive working knowledge of BAS (Basic Accounting System), across variety of functionalities, Must have a good understanding of the BAS platform – in terms of parameters, combination codes, security settings, transaction processing rules, Interface linking's, and code structures, Must have a good understanding of the BACS (biometrics access controls), Must have the ability to work in an autonomous environment – with limited supervising, Must be well disciplined and be able to time manage and priorities tasks and adhere to timeframes, Must have an in-depth knowledge of the diverse nature of the Department's organisational structure, coupled with a good understanding of the IT infrastructure relating to BAS and BACS, Knowledge of a variety of work ranges and procedures such as finance and human resource matters, Sound understanding of the Departmental organogram and programme structures, Good working knowledge of BAS, LOGIS, SCOA and CSD. Basic SCM and Persal understanding, Understanding of cash blocking, suspense accounts, and general budget matters, including insight into the various conditional grants, Good communication skills, analytical thinking, planning and organising, problem solving, research, facilitation, strategic planning, advanced computer skills, policy formulation, financial management, change/diversity management, Adaptability during changes to meet goals, Flexibility and availability to work extended hours.

DUTIES : To perform the main roles of the BAS System Controller, Workflow and workgroup management, password resets, user function access, user profile management, BAS printer maintenance, system overtime bookings, Provide ongoing user support – assisting with functional queries, attend to all BAS and BACS troubleshooting, manage and follow through all call logs with Provincial- and National Treasury, See to all logistics in respect of biometric enrolments, smart card issues with Provincial Treasury, monthly/annual book closure processes, clearing of certain suspense accounts, overseeing certain BAS exceptions (reports, analysis and communication to relevant stakeholders), entity management and CSD uploads to BAS, Provide support to Budget Control – with regard to SCOA coding, BAS combination linking, reports and any ad hoc analytical requirements, Provide reports for audit requirements/management and other relevant stakeholders, Communicate any change controls/system enhancements/policy or BAS environment changes, Ensure rollout of codes tables and client files as and when released by National Treasury, Facilitate BAS training where necessary, partake in all Auditor General auditing requirements, Perform annual user account audits, Provide input to the quarterly "System Controllers" audit, Partake in scheduled disaster recovery testing.

ENQUIRIES : MRS NP Nzuza Tel No: 033 395 2966

**PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

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

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 Or posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 28 February 2025 at 16h30
- NOTE** : All costs associated with an application will be borne by the applicant. Applications on eRecruitment system: Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on eRecruitment system must be accompanied by a recent comprehensive CV. Failure to attach a recent comprehensive CV will result in the application not being considered / disqualified. Applicants using the eRecruitment system must ensure that all fields are completed correctly as it is the same information prescribed by the Z83 application form as prescribed by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. Once the applicant confirms that he/she understands that by applying electronically, he/she agrees that all the information presented to be true, correct and legally binding. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016,), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. Failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. The new Z83 can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. The Z83 form must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)”, 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 interests?” “If your professional or occupation requires official registration, provide date and particulars of registration.” – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate ‘refer to Curriculum Vitae (CV) or see attached’, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which must be submitted to HR on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates will be subjected to a practical test, integrity assessment, personal suitability checks in line with Regulation 57(1)(c), the logistics of which will be communicated by the Department. The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver’s licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed

or emailed applications will be considered. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Following the interview, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 4 months of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 4 months, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. The Department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

MANAGEMENT ECHELON

- POST 06/47** : **DIRECTOR REF NO: C1/25/1**
Directorate: Wildlife Resources Management
- SALARY** : R1 216 824 – R1 433 355.per annum (An all-inclusive remuneration package) (level 13) Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An undergraduate qualification (NQF 7) in Nature Conservation / Environmental Management / Environmental Sciences / Biodiversity Management as recognized by SAQA. Five (5) years of experience at middle/senior managerial level. Minimum of three (3) years of experience in management of Damage Causing Animals (DCA). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Budget and Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Service delivery innovation. Skills And Knowledge: Strong knowledge of relevant laws and regulations pertaining to wildlife resources management. Strong leadership and management skills, with the ability to motivate and inspire teams towards shared goals and objectives. Excellent communication and interpersonal skills, with the ability to build strong relationships with customers, partners and internal teams. Strategic and analytical mindset, with the ability to develop wildlife resources management effectiveness strategies through visionary leadership, adaptive management practices, reactive-response approaches, stakeholder engagement, sustainable financing, technological innovation, and adaptive governance structures. Financial acumen, with the ability to manage budgets and financial performance metrics. Ability to work effectively under pressure, with the flexibility to adapt to changing business priorities and willingness to respond effectively and efficiently to urgent matters and difficult circumstances.
- DUTIES** : Oversee the development, implementation and monitoring of management strategies, policies, plans and projects with clear priorities to guide effective wildlife resources management through workable work plans. Oversee the management and sustainable utilisation of natural resources within the province. Manage the implementation and maintenance of the biodiversity management permit processing system. Manage and monitor the regulation of the wildlife associated industry. Manage the regulation of the establishment of wildlife rehabilitation centres and sanctuaries. Manage and monitor the implementation of the CITES activities. Manage and monitor the prompt responsiveness to Damage Causing Animals (DCAs) in the province. Ensure compliance with relevant and applicable legislative requirements in respect of wildlife resources management. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

- POST 06/48** : **DEPUTY DIRECTOR REF NO: C1/25/2**
Directorate: Sector Development
- SALARY** : R1 003 890 – R1 182 534.per annum (An all-inclusive remuneration package) (level 12) Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Sector Development of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing Public Service. Sound and in-debt knowledge and experience of relevant macro and micro economic policies. Strategic and analytical thinking skills. Communication skills. Problem solving skills. Financial management skills. Conflict management skills. Negotiation skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills.
- DUTIES** : Ensure development of sectoral strategies and plans. Facilitate implementation of Manufacturing, Agro-processing and Automotive sectors. Facilitate skills programme to support the economy. Facilitate development of programmes to support growth of emerging sectors. Manage projects and work with stakeholders. Contribute to policy development and strategic and business planning. Implement and oversee the Mining development strategy.
- ENQUIRIES** : Ms WA KlaassenTel No: (015) 293 8691
- POST 06/49** : **DEPUTY DIRECTOR REF NO: C1/25/3**
Directorate: Economic Research, Planning & Co-Ordination
- SALARY** : R1 003 890 – R1 182 534.per annum (An all-inclusive remuneration package) (level 12) Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Economics / Business Management / Entrepreneurship as recognized by SAQA. Five (5) years' experience within Economic Research and Planning of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge on the legislative framework governing Public Service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management skills. Computer literate. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management. Service delivery innovation.
- DUTIES** : Develop and oversee implementation of Economic Development policies, strategies and plans. Provide economic intelligence to support planning and decision making. Manage the collection, organization and analysis of economic and development data. Design, conduct and manage research aligned with economic development imperatives in the province. Develop and implement economic cluster research agenda. Conduct impact assessment of policies, programmes and projects relating to the economic cluster research agenda. Provide LED support to municipalities. Manage team and work with stakeholders.
- ENQUIRIES** : Ms WA Klaassen Tel no: (015) 293 8691
- POST 06/50** : **DEPUTY DIRECTOR REF NO: C1/25/4**
Directorate: Supply Chain & Assets Management: Demand Management
- SALARY** : R849 702 – R1 000 908.per annum (An all-inclusive remuneration package) (level 11) Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Supply Chain Management / Financial Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management of which three (3) years must be at a supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Sound and in-debt knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM Policies and Procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of

Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles knowledge. Team leadership skills.

DUTIES : Monitoring and ensuring compliance to applicable regulatory framework (PFMA, PPPFA). Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Management of the need analysis and consolidate. Management of the Departmental Annual Procurement Plan. Liaise and guide end-users on sourcing strategies and manage the utilization of the Central Supplier Database. Manage the registration vendors on LOGIS (Vendor Management). Assist in the drafting of specifications / TOR's and co-ordinating the functions of the Cross Functional Team. Monitor Supply Chain Management compliance. Develop, facilitate, consolidate and monitor of procurement plans. Manage Demand Management personnel and undertake all administrative functions required with regard to financial and HR administration. Prepare monthly reports such as progress in the Procurement Plan implementation, commodity spent, market analysis for commodities.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 06/51 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/25/5**
Cluster Manager (Waterberg)
Directorate: Provincial Protected Areas Management

SALARY : R580 551 – R664 095.per annum (OSD)

CENTRE : Head Office: Polokwane

REQUIREMENTS : An NQF 6 qualification in Nature Conservation / Natural Resource Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in Nature Conservation or related fields at a supervisory level. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the Environmental Legislations. Knowledge of legislative framework governing the Public Service (Public Service Regulations, Basic Conditions of Employment Act, etc.). Sound and in-dept experience and knowledge of relevant prescripts, policies, processes and procedures. Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to interpret and apply policies. Managerial skills. Policy formulation skills. Financial management skills. Knowledge of planning and organizing. Report writing skills. Knowledge to develop strategies related to protected areas. Computer literacy. Problem solving and conflict management skills. Ability to use a firearm. Communication skills. Change and diversity management skills. People management and empowerment skills. Programme and project management skills.

DUTIES : Develop, implement and monitor policies, strategic and operational plans. Manage the sustainable utilisation development of state owned nature reserves. Manage infrastructure development and maintenance. Manage and monitor the development and operation of Limpopo wildlife resorts. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation. Manage the provision of enforcement and compliance services. Manage preservation of biodiversity within the reserves to ensure the continued livelihood thereof. Provide and co-ordinate environmental education to promote environmental awareness within PPAM.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 06/52 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/25/6**
Directorate: Environmental Empowerment Services

SALARY : R580 551 – R664 095.per annum (OSD)

CENTRE : Capricorn District: Polokwane

REQUIREMENTS : An NQF 6 qualification in Environmental Management / Nature Conservation or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in Environmental Management and Education field at a supervisory level. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the Environmental Legislations. Knowledge of environmental education. Knowledge of community development facilitation. Good human relations and problem-solving skills. Good communication and writing skills. Ability to interpret and apply policies. Managerial skills. Knowledge of planning and organizing. Compiling reports. Computer literacy. Change and diversity management skills.

DUTIES : Manage the environmental education and awareness staff in the district. Develop and manage the implementation of environmental education programs in schools. Implement environmental awareness in communities. Develop and implement career advisory programs in schools. Develop and manage tree planting program in the district. Align the education and awareness programs with the priorities of the Environmental Branch. Perform and manage administrative and related functions.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 16/53</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/25/7</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R552 081 – R650 322.per annum (level 10)
<u>CENTRE</u>	:	Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Commercial Law / Business Management / Law / Contract Management / Consumer Science or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in the Consumer Affairs / Commercial Law field. Valid driver's license (with exception of persons with disability).Skills And Knowledge: Knowledge and understanding of consumer matters. Knowledge of the Consumer Affairs Act and other legislations. Planning and organizing skills. Managerial skills. Computer literacy. Customer care knowledge. Presentation skills. Communication and negotiation skills. Report writing skills. Analytical thinking. Policy formulation skills. Conflict management and problem-solving skills. Financial management skills. Strategic thinking skills. Administrative management.
<u>DUTIES</u>	:	Facilitate and conduct compliance inspections. Facilitate and conduct investigation of cases. Ensure provision of mediation on disputes. Liaise with other stakeholders in matters relating to Consumer Affairs. Manage and utilize human and financial resources. Update consumer information booklets and brochures.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/54</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/25/8</u> Directorate: Financial Accounting Services
<u>SALARY</u>	:	R444 036 – R532 602.per annum (level 9)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Management Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Financial Accounting field (BAS – accounts and reporting). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge in financial management systems (BAS, PERSAL, LOGIS). Knowledge and understanding of the Public Financial Management Act (PFMA), Treasury Regulations and all other relevant legislation. Financial management skills. Change management skills. Service delivery innovation skills. Supervision skills. Problem solving and analysis skills. Decision making skills. Team leader ability. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organizing skills.
<u>DUTIES</u>	:	Monitor the policies and legislative framework to ensure that cognizance is taken of new developments. Monitor the implementation of the PFMA and Treasury Regulations. Verify and authorize creditors payments. Identification of fruitless expenditure and management of accrual, payables and accounts reconciliation. Liaise with Provincial Treasury on payroll related matters. Monitor the payroll register. Advice and update the department on payroll related matters (e.g. salary adjustment etc.). Manage the provision of IRP5 or tax related documents. Management of 30-day payment cycle to service providers. Managing the process of transfer of payment due to departmental entities on monthly basis. Management of accruals, payables and accounts reconciliation. Management of BAS and PERSAL related payments (allowances and deductions). Management of PERSAL exceptions and reconciliations. Administration of departmental payroll and Tax Reconciliation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/55</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/25/9</u> Directorate: Supply Chain & Assets Management: Asset & Inventory Management
<u>SALARY</u>	:	R444 036 – R532 602.per annum (level 9)
<u>CENTRE</u>	:	Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Auditing as recognized by SAQA. A minimum of three (3) years' experience in Asset Management / Stores Management at a lower/junior managerial level (salary level 7 & 8). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. Sound and in-debt knowledge of the relevant prescripts. Knowledge of financial management systems (BAS, LOGIS). Communication skills (verbal & written). People management skills. Negotiation and problem-solving skills. Planning and organizing skills. Computer literacy skills. Be able to work in high pressure environment. Time management skills. Conflict management skills. Report writing skills. Planning and organizing skills. Policy analysing and interpretation skills. Good governance and Batho Phele Principles knowledge. Team leadership ability.
<u>DUTIES</u>	:	Provide stores management services. Maintain record keeping in issuing and receiving stock. Monitor stock-taking. Manage the movement of assets within the department. Manage the disposal of movable assets and equipment. Manage inventory levels. Manage stores and warehousing. Provide asset management services. Maintain the asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Order

inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of Stores. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Manage resources (human, finance, equipment, assets). Promote correct implementation of sound asset management practices.

ENQUIRIES

Ms WA Klaassen Tel No: (015) 293 8691

POST 06/56

ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C1/25/10
Directorate: Environmental Empowerment Services

SALARY

R325 917 – R360 327.per annum (OSD)

CENTRE

Vhembe District: Thohoyandou

REQUIREMENTS

An NQF 6 qualification in Environmental Management / Natural Science or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the relevant field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Environmental legislations and protocols. Knowledge of Municipalities Integrated Development Planning process. Knowledge of environmental capacity building approaches and programmes. Ability to facilitate stakeholder's engagement processes. Computer literacy. Excellent communication (verbal and written) and report writing skills. Planning and organizing skills.

DUTIES

Develop and manage the implementation of environmental capacity building programmes. Develop and manage environmental multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Department in various environmental management forums. Manage and facilitate formation and functioning of environmental stakeholder's forums. Compile sub-directorate reports. Facilitate skills development of subordinates. Support implementation frameworks for environmental governance in the Province. Perform all administrative and related functions.

ENQUIRIES

Ms WA Klaassen Tel No: (015) 293 8691

POST 06/57

TRANSPORT OFFICER REF NO: C1/25/11
Directorate: Supply Chain & Assets Management: Fleet Management

SALARY

R308 154 – R362 994 per annum (level 7)

CENTRE

Mopani District: Giyani

REQUIREMENTS

An NQF 6 qualification in Public Management / Transport Management as recognized by SAQA. One (1) to two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant Public Service Acts, Regulations and Consumer Protection Act. Interviewing skills. Research skills. Problem solving skills. Evidence collection skills. Report writing skills. Attention to detail. Reasoning skills. Public speaking skills. Strategic and analytical thinkers. Compute literacy. Good communication skills (written and verbal). Planning and strategizing skills. Delegation skills. Interpretation skills. Presentation skills. Project management skills. Facilitation skills.

DUTIES

Ensure the provision and allocation, registration, renewal and licencing of government owned vehicles. Manage and control the utilisation of government owned vehicles and subsidised vehicles. Processing of applications for subsidised motor vehicles. Manage the fleet asset register and logsheet of government owned vehicles and provide fleet report. Handle accidents involving government owned vehicles and subsidised motor vehicles and the repair process. Facilitate the withdrawal of unserviceable vehicles. Manage the maintenance and repairs of government owned vehicles and subsidised motor vehicles. Process transport allowance claims for qualifying officials. Conducting vehicle inspections. Preparation of the authority/exemption to drive government vehicles after hours and during weekends/holidays. Registration and licencing of government owned vehicles.

ENQUIRIES

Ms WA Klaassen Tel No: (015) 293 8691

POST 06/58

ACCOUNTING CLERK REF NO: C1/25/12
Directorate: Financial Accounting Services

SALARY

R216 417 – R254 928per annum (level 5)

CENTRE

Head Office: Polokwane

REQUIREMENTS

An NQF 4 qualification (grade 12) as recognized by SAQA. An undergraduate NQF 6 qualification in Financial Management / Accounting / Cost Management Accounting / Economics as recognized by SAQA will be an added advantage. One (1) to two (2) years' experience in Financial Accounting Services will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e. policies, budget processes and practices and related Acts and Regulations, such as PFMA, Treasury Regulations & Division of Revenue Act. Basic understanding of LOGIS, BAS and PERSAL. Computer literacy (MS Outlook, Word, Excel and PowerPoint). Virtual meeting platform literacy. Communication skills and personal relations. Ability to accept responsibility and to work independently. Ability to work under pressure. Financial management skills. People

		management and empowerment skills. Knowledge management skills. Problem solving skills. Client orientation and customer focus skills.
<u>DUTIES</u>	:	Receive and record all invoices and claims in the claims / invoice register. Reconcile and verify all claims / supplier invoices received before payments. Capture LOGIS, BAS and PERSAL payments. Ensure that all payments are processed within prescribed timelines. Clear all salary related suspense accounts. Clear all PERSAL exceptions on a daily basis. Reconcile payroll and key accounts on monthly basis. Prepare accruals and payables. Administer payment stubs. Ensure readiness of documents for audit purposes. Perform filling of all documents in the section.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/59</u>	:	<u>REGISTRY CLERK REF NO: C1/25/13</u> Directorate: Security & Facility Management: Records & Knowledge Management
<u>SALARY</u>	:	R216 417 – R254 928.per annum (level 5)
<u>CENTRE</u>	:	Sekhukhune District: Lebowakgomo
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (grade 12) as recognized by SAQA. Knowledge of Registry duties, practices as well as ability to capture data and operate a computer. One (1) to two (2) years' experience in Records Management / Archives / Administration will be an added advantage. Skills And Knowledge: Planning and organizing skills. Working knowledge and understanding of legislative framework in the government service. Client services. Punctuality. Independent thinking and ability to work without supervision. Computer literacy.
<u>DUTIES</u>	:	Handling of Registry counter services. Handling telephonic and other enquiries. Receive and register hand delivered and electronic mail. Opening and closing of files/records. Open and maintain franking register, frank mail, lock post in the mailbag and keep daily record of franked mail. Open postbag. Supervision of Messenger/Driver services. Filling and retrieval of records.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/60</u>	:	<u>MESSENGER / DRIVER REF NO: C1/25/14</u> Directorate: Mec's Support Services
<u>SALARY</u>	:	R183 279 – R215 892.per annum (level 4)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12 / ABET/AET level 4 certificate) as recognized by SAQA. Seven (7) to twelve (12) months experience in Driving will be an added advantage. Valid driver's license. Skills And Knowledge: Knowledge of messenger services. Knowledge of roads and places. Planning and organizing skills. Ability to operate photocopier machine. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Driving skills.
<u>DUTIES</u>	:	Drive light/medium motor vehicles as required. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the relevant and prescribed records and log books with regard to the vehicle and the goods handled. Run errands for the MEC for the office and for the residence on a daily basis. Collect mail and documents from all over as requested to collect to the department. Collect and deliver correspondences for the office and the MEC to all departments and Parastatals. Collect mail from the post office including heavy boxes. Deliver invitations to stakeholders e.g. business groups. Collect stationary and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to the MEC's logistical support services. Provide transport services for the office of the MEC. Relieve the MEC's chauffeur to transport the MEC. Provide transport for the MEC's children.
<u>ENQUIRIES</u>	:	Ms WA Klaassen (015) 293 8691
<u>POST 06/61</u>	:	<u>FOOD AID REF NO: C1/25/15</u> Directorate: MEC's Support Services
<u>SALARY</u>	:	R155 148 – R182 757.per annum (level 3)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 1 or 2 qualification / ABET / AET level 2 certificate or equivalent as recognized by SAQA. No working experience is required. Skills And Knowledge: Knowledge in food safety and sanitation. Food presentation skills. Knife skills. Menu knowledge. Knowledge of order-taking and point-of-sale (POS) systems. Beverage presentation skills.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment in dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

POST 06/62 : **GENERAL ASSISTANT REF NO: C1/25/16**
 Directorate: Provincial Protected Areas Management

SALARY : R131 265 – R154 626.per annum (Level 2)
CENTRE : Nwanedi Nature Reserve: Hospitality Management
REQUIREMENTS : An NQF 4 qualification (Grade 12 / ABET level 4 certificate) as recognized by SAQA. One (1) to six (6) months experience in Hospitality Management will be an added advantage. Skills And Knowledge: Planning and organizing skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service, such as the Occupational Health and Safety Act. Interpersonal skills. Time management skills. Good communication skills. Teamwork skills. Group dynamics. Professionalism. Independent.

DUTIES : Well maintained resort facilities and equipment. Cleaning of resort and camping site grounds and surroundings. Waste management. Maintenance of swimming pool.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 06/63 : **CLEANER REF NO: C1/25/17**
 Directorate: Security & Facility Management: Work Environment & Facility Management

SALARY : R131 265 – R154 626.per annum (level 2)
CENTRE : Mopani District: Giyani
REQUIREMENTS : An NQF 4 qualification (Grade 12 / AET certificate) as recognized by SAQA. No experience needed. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organizing and people skills

DUTIES : Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms twice a day and clean accordingly. Clean windows on the inside at least quarterly on a rotational basis. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparation of meetings in the boardroom. Serving water/tea/coffee. Request cleaning materials

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

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

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

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

OTHER POSTS

POST 06/64 : **MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY)**
Chief Directorate: Metro Health Services

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 REQUIREMENTS : New Somerset Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Urology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: Ability to successfully run an extremely busy Urology service on a secondary level. Valid Driver's licence. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of emergency Urology as well as specialist level elective Urology. Experience in trauma and emergency Urology surgery.

DUTIES : (key result areas/outputs): Provision of clinical service delivery at specialist level across the full spectrum of general Urologic Surgery. The specialist primary responsibility would be trauma and emergency Urology at regional level. Provision of clinical service delivery at specialist level of elective Urology Surgery (regional level). Effective and efficient urological outpatient services including booking, triaging and follow up strategies. Supervision of clinical and operative activities of Urology surgeons- in- training Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and Urology registrars and relevant burden of disease Research and Audits. Clinical Governance and administration inherent to the service.

ENQUIRIES APPLICATIONS : Dr Donna Stokes, Tel 021 402 6408
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 : 28 February 2025

POST 06/65 : **SENIOR REGISTRAR (SUBSPECIALTY) PAEDIATRIC PULMONOLOGY**
24-Month Contract

SALARY : R1 271 901 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Red Cross Childrens War Memorial Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Inherent requirement of the job: FCPaed and/MMed (Paed). Proficiency in English. A valid driver's licence. Participate in commuted overtime within the Department of Paediatrics and Child Health. Competencies (knowledge/skills): Experience in general paediatrics at

postgraduate level. Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars. Good communication skills in English.

DUTIES

: (key result areas/outputs): Clinical Service Delivery: In-patient and ambulatory care within the scope of the paediatric pulmonology unit at RCWMCH. After hours, calls as for senior registrars in the division of paediatric medicine and responsible to the director of the registrar programme, weekend ward rounds in pulmonology. Teaching And Training: teach and supervise undergraduate students and junior staff; participate in clinical and academic meetings; follow paediatric pulmonology training guidelines as per CMSA training curriculum and logbook. Administration: competency complete administrative tasks required of the position. Research: The post holder is encouraged to conduct a research project towards producing a master's thesis.

ENQUIRIES

: Ass/Prof Marco Zampoli, tel.no. (021) 658-5111; email: m.zampoli@uct.ac.za

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. "Candidates 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 on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines.

CLOSING DATE

: 28 February 2025

POST 06/66

: **MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY)**

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

: Tygerberg Hospital, Parow Valley

REQUIREMENTS

: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as Medical Specialist Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.

DUTIES

: (key result areas/outputs): Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and OR. Formal lectures, seminars and tutorials. Participates in the academic program, congresses, and workshops. Research and

data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. -Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists.

ENQUIRIES APPLICATIONS : Dr J Grobbelaar, tel.no. (021) 938- 9318
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : "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 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 : 28 February 2025

POST 06/67 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY)**

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 REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

DUTIES : (Key result areas/outputs): Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES APPLICATIONS : Prof S Chetty, email: seanchetty@sun.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : "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 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 : 28 February 2025

POST 06/68 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS)**

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 : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology 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 Anaesthesiology. 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 Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.
<u>DUTIES</u>	:	(key result areas/outputs): The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessment.
<u>ENQUIRIES</u>	:	Prof M Miller, malcolm.miller@uct.ac.za
<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>	:	28 February 2025
<u>POST 06/69</u>	:	<u>DIRECTOR: DISTRICT HEALTH SERVICES</u> West Coast District
<u>SALARY</u>	:	R1 216 824 per annum (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	:	West Coast District Office (stationed in Malmesbury)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An undergraduate qualification (NQF level 7) in a Health-related field, Post Graduate Diploma/Degree in Public Health, or Management as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of District Health Services (DHS). Knowledge of financial and people resource management applicable to the public service. Proven experience in the provision and management of health services. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email). High level of Communication skills. Advanced leadership and management skills. Advanced planning and organising skills.
<u>DUTIES</u>	:	(key result areas/outputs): Manage the implementation of district health services (inclusive of district hospital, primary health care, community-based services and specialized hospitals) within the Rural Health Services, in line with the relevant Departmental policies. Support the implementation of health service priorities within the district. Ensure that quality of care is maintained and improved in the West Coast District in line with the National Core Standards. Manage the Corporate services of the district. This includes Financial Management, Supply Chain Management, People Management, Infrastructure Management and Support Services. Co-ordinate the rendering of professional support services (including information management) within the districts. Collaborate with key stakeholders within the Rural health ecosystem, including other

government departments, community structures, non-profit organisations (NPOs), local government, and private sector.

ENQUIRIES : Dr LC Phillips, tel. no. (044) 695-0047
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 28 February 2025

POST 06/70 : **REGISTRAR (MEDICAL) (OPHTHALMOLOGY)**
(5 Year Contract)

SALARY : 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).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Applicants must have a FCOphth part 1 (all 3 modules). Competencies (knowledge/skills): Post-internship experience in Ophthalmology (under onsite supervision of a registered ophthalmologist). The Diploma in Ophthalmology and additional ophthalmology experience are strongly recommended. Ability to work in a professional team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Knowledge and practical skills for safe cataract surgery and management of ophthalmic emergencies. Knowledge and appropriate use of equipment. Minimum of 50 complete cataract surgeries performed.

DUTIES : Provision of safe eye care to patients. Pre-op assessment of patients, operative management of ophthalmic conditions and post-operative care of patients. Out-patient management of chronic eye conditions. Management of patients admitted to the Eye ward. After hours management of emergency eye conditions and eye trauma. Learning the art and science of eye care medicine and surgery. Attending tutorials and assisting with the training of medical students, nursing staff and ophthalmic assistants. Involvement in research/audits relating to ophthalmology. Administration of registrar rosters and the teaching program. Improving professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Prof L Visser Tel No: (021) 938-5519
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

CLOSING DATE : 28 February 2025

POST 06/71 : **MEDICAL OFFICER: GENERAL INTERNAL MEDICINE (4 POSTS)**
(1-Year Contract)

SALARY : 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 candidates to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions 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/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and clinical skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and acute medical/emergency contexts). Practical clinical skills appropriate for diagnostic investigations and those required for resuscitation and stabilisation of acutely unwell patients according to ACLS principles. Effective and efficient administration. Communication including clinical summary/report generation, consultation as well as patient counselling. Effective leadership & interpersonal skills. An interest in further specialising in Internal Medicine is preferred.

DUTIES : (key result areas/outputs): Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Groote Schuur Hospital and satellite hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical students, interns and community service medical officers providing medical care. Involvement in research/audits relating to Internal Medicine.

ENQUIRY APPLICATIONS : Dr D Maughan, tel no. (021) 406 6422 or deborah.maughan@uct.ac.za
: 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 : 28 February 2025

POST 06/72 : **MEDICAL OFFICER GRADE 1 TO 3**

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Forensic Pathology Service, OFPI, West Metro Region, and Division of Forensic Medicine UCT
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner 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 as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner 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 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner 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. Competencies (knowledge/skills): Above average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Administration skill. Ability to teach medical students, Forensic Pathology Officers and Medical Staff. Ability and willingness to perform duties outside of normal working hours and away from base of employment. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.

DUTIES : (key result areas/outputs): Perform Post-mortems at Medical Officer level, completion of investigations and documentation in relevant cases, and completion of post-mortem reports in 12 weeks. Expert evidence in court related to cases, and forensic opinions as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialists in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of post-mortems. Assist with teaching and training of Medical, Criminal investigation and justice groups in medico-legal autopsies and related investigations.

ENQUIRIES APPLICATIONS : Prof. Lorna J Martin (Lorna.Martin@uct.ac.za)
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test. 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 : 28 February 2025

<u>POST 06/73</u>	:	<u>EDICAL OFFICER GRADE 1 TO 3 (2 POSTS)</u> Chef Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner 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 as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner 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 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as a Medical Practitioner 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 requirement of the job: A valid driver's licence. After-hours duties, including nights, weekends, and public holidays, are compulsory to ensure continuous and uninterrupted patient care. Appropriate experience in Anaesthesia of at least 1-year post community service. Diploma in Anaesthetics (DA) from the College of Medicines of South Africa (CMSA). Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Computer literate. Demonstrate clinical leadership qualities, motivating and leading junior staff.
<u>DUTIES</u>	:	(key result areas/outputs): To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Delivering critical care to surgical ICU patients at Groote Schuur Hospital. Teaching, training and supervision of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. This includes partaking in the call roster for these facilities. Management duties such as statistics, presentations and research.
<u>ENQUIRIES</u>	:	Dr Claire Pfister tel. no (02)1404-5001
<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. Shortlisted candidates will be subjected to a written/practical and oral 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 candidates 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)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/74</u>	:	<u>PERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Calitzdorp Clinic, Oudtshoorn Kannaland Sub Districts
<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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB)

driver's licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (MS Word and Excel, PowerPoint and emails.)

DUTIES : (key result areas/outputs): Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescriptions and protocols. Improve quality of services and deliver a patient centered service.

ENQUIRIES APPLICATIONS : Ms S Labuschagne, tel.no. (028) 551 -1010
: 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. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

CLOSING DATE : 28 February 2025

POST 06/75 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ADVANCED MIDWIFERY)**
Overberg District

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE REQUIREMENTS : Grabouw Community Health Centre
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Willingness to rotate between MOU, Antenatal, post-natal and trauma. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : (key result areas/outputs): Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively Assist to organise a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES APPLICATIONS : Ms V Maqhina, tel. no. (028) 212-1048
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo 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 candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date.

CLOSING DATE : 28 February 2025

POST 06/76 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R514 785 per annum</p> <p>Western Cape Rehabilitation Centre</p> <p>Minimum educational qualifications: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist 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 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the interdisciplinary team. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with disabilities as an Occupational Therapist in a healthcare setting. Computer literacy in MS Office.</p>
<u>DUTIES</u>	<p>(key result areas/outputs): Provision of Occupational Therapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures/persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms Carla van Genderen tel no (021) 370 2441</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.</p>
<u>CLOSING DATE</u>	<p>28 February 2025</p>
<u>POST 06/77</u>	<p><u>SPECIALIST FORENSIC INVESTIGATOR</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R376 413 per annum</p> <p>Forensic Pathology Service: Metro District</p> <p>Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in a Local Criminal Record Centre (LCRC)/ Crime Scene Investigation (CSI) environment with a high proficiency in specialising photographic skills that includes ALS photography, impression photography and evidence photography. Extensive experience in Death Scene Investigations within the Autopsy environment. Extensive Experience in training within the Forensic Science field. Extensive experience in the taking of fingerprints, lifting of fingerprints and fingerprint comparisons. Inherent requirements of the job: Ability to communicate clearly and discreetly in person and writing. Valid (Code B/EB) driver's license Successfully completed the Advanced Crime Scene Course. Successfully completed the LCRC Fingerprint Course. Successfully completed the LCRC Forensic Course Successfully completed the Criminalistic Expert Training Program Must have successfully completed the adjudication panel for fingerprint expert status. Ability to work standby duties (after hours) and travel long distances within the Western Cape. Competencies (knowledge/skills): Meticulous note taking, recording and the proficiency in the delivery of such testimony in any Court of Law and can develop a Portfolio of Evidence (POE) for Court. Above average computer skills in at least MS Excel, MS Word, MS Power point. Knowledge of Computer Aided Design package (CAD) and Photoshop Knowledge of Alternate Light Sources (ALS) through various light spectrums and filters. Ability to work with corpses. Ability to deliver expert testimonies in court proceedings. Willingness to train Forensic Pathology Officers in death scene investigation and photography.</p>

	:	Knowledge of Cyanoacrylate fuming. Knowledge of photographing exhibits through various light spectrums on cameras.
<u>DUTIES</u>	:	(key result areas/outputs): To attend death scenes to conduct a comprehensive death scene investigation and perform Specialised investigations to identify, extract and preserve evidence. To attend autopsies to conduct Specialised investigations, techniques and Specialised photography and obtaining fingerprints in decomposed or difficult cases. Provide training in Death Scene Investigations, Fingerprinting, Photography, and the management of Mass Incidents. To Assist on Mass Fatality Scenes by on scene management, evidence recording and collection and assist with post scene activities. Monitor and Assist in the management of unidentified decedents.
<u>ENQUIRIES</u>	:	Mr K Jones, tel.no. (021) 836-0968
<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.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/78</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6</u>
<u>SALARY</u>	:	Grade 3: R317 751 per annum Grade 4: R376 596 per annum Grade 5: R455 079 per annum Grade 6: R558 714 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Rescue Base Pinelands
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: 3 years' experience after registration c with the HPCSA as AEA. Grade 4: 3 years' experience after registration c with the HPCSA as ECT. Grade 5: 3 years' experience after registration c with the HPCSA as Paramedic. Grade 6: 3 years' experience after registration c with the HPCSA as ECP. Inherent requirement of the job: Current registration as an AEA, ECT, Paramedic or ECP Valid code C1 driver's license. Current Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	:	Mr R Botha (Provincial Rescue Co-Ordinator), tel no. 044 8052500
<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.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/79</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Overberg District Office
<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: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General

		Nursing. Inherent requirement of the job: A valid driver's (Code B/EB/C1) licence. Competencies (knowledge/skills): Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in Excel and Word. Appropriate training/facilitation experience.
<u>DUTIES</u>	:	(Key result areas/outputs): Facilitate and teach the formal programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Health Workers. Conduct, monitor and evaluate all training activities offered to Community Health Care Workers. Coordinate other nurse training according to needs identified within the district.
<u>ENQUIRIES</u>	:	Ms P Robertson, tel. no. (028) 214-5800
<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). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/80</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NURSING RELIEF) (3 POSTS)</u> (1 Year Contract) Overberg District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Railton Clinic (1 Post) Swellendam Hospital (1 Post) Grabouw CHC (1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: -Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care or hospital setting. Competencies (knowledge/skills): Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>DUTIES</u>	:	(key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms P Robertson, tel. no. (028) 214-5800 (Grabouw CHC), Ms GJ van der Westhuizen, tel. no. (028) 514-1142 (Railton Clinic and Swellendam Hospital)
<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). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert
<u>CLOSING DATE</u>	:	28 February 2025

POST 06/81 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Kannaland Sub District (Stationed at Calitzdorp CC)
Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: -Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate recognisable experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. A valid (Code B/EB) driver's licence and willingness to travel and to drive a government vehicle. Willing to work overtime when needed. Ability to work in a team across the service platforms. Competencies (knowledge/skills): Good communication skills. Excellent communication with community and interpersonal communication skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Computer literate in Microsoft office programs.

DUTIES : (key result areas/outputs): Provide Holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Utilize human, material and physical resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training and research and data management. Provision of Support to Nursing Services. Delivered and support the collection, collation, interpreting of health data for reporting, monitoring, and evaluation purposes.

ENQUIRIES APPLICATIONS : Ms S Labuschagne, tel. no. (028) 551-1010
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). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 28 February 2025

POST 06/82 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Overberg District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Grabouw Community Health Centre
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: 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. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

DUTIES : (key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working

		relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms V Maqhina, tel.no. (028) 212-1048
<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). The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/83</u>	:	<u>OCCUPATIONAL THERAPIST GRADEE1 TO 3 (6/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R282 393 per annum Grade 2: R329 817 per annum Grade 3: R386 088 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registered with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist 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 20 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent clinical skills in the areas of physical rehabilitation. Amputations, Orthopedics, Trauma, Internal Medicine. Computer literacy. Wheelchair assessment, prescription and provision. Splinting skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high pressure, fast paced working environment.
<u>DUTIES</u>	:	(key result areas/outputs): Conducting comprehensive assessments and occupation-based treatment mostly in the areas of Amputations, Orthopedics, Trauma, Internal Medicine, but to cover in other areas as requested, as per operational requirements. Performing basic to intermediate level wheelchair assessments and seating for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. Executing appropriate discharge plans in accordance with departmental procedures Independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to the progress and development of the clinical area Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.
<u>ENQUIRIES</u>	:	Ms S Ngemntu, tel. no. (021) 938-5062
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments 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 on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/84</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)</u> (5-Month Contract)
<u>SALARY</u>	:	R216 417 per annum Annual salary plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative support services experience. Appropriate experience within a Quality Assurance Department. Competencies (knowledge/skills): Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom, SINJANI, Ideal Clinic, LOGIS) and typing proficiency. Good planning, organisational, and data management skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effectively provide office and administrative support services to Quality Assurance Department. Capture all required data and maintain relevant statistical data. Provide meeting secretarial support to relevant components. Assist with Complaint, Compliment, and Suggestion management. Assist with relevant surveys, audits and awareness campaigns.
<u>ENQUIRIES</u>	:	Mr. J. Hopp-Abrahams (021) 937 3197
<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.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/85</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICAL & ANCILIARY)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Radiology administration, Hospital Information System (HIS), Picture archiving communication system (PACS), Radiology information system (RIS), Computed Radiography system (CR) and radiology workflow. Inherent requirement of the job: Ability to work overtime if needed. Competencies (knowledge/skills): Professional telephone etiquette. Knowledge of HIS, PACS/RIS, CR and radiology statistics, with Computer literacy in MS Office (Word & Excel) and Outlook. The ability to adapt to a changing environment and cope with a high volume of work and be able to follow instructions and procedures. Good interpersonal relations, organisational skills, and the ability to deal with information in a confidential manner as part of a team and independently.
<u>DUTIES</u>	:	(key result areas/outputs): Render a service in the Radiology department by delivering a professional, confidential, effective, and efficient patient administration service, (i.e., Clinicom attendances, disposals and capturing of ICD 9 & 10 codes). Be responsible for all aspects of radiology workflow management including both the PACS/RIS, HIS and CR/DR processing management. Maintain effective and efficient general office administration and ad-hoc duties. Be responsible for: all folder management, statistics and all aspects of linen and stock management within radiology. Answer all telephonic enquiries effectively and professionally. Arrange appointments for Computerized Tomography, Fluoroscopy, Mammography, Ultrasounds, and X-ray appointments for district health services. Adhering to radiation legislation ensuring personal protection.
<u>ENQUIRIES</u>	:	Ms E Dreyden, tel no. 023-3481129
<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.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/86</u>	:	<u>ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)</u>
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Finance Department. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy (MS Word & Excel). Knowledge of BAS and knowledge of Persal. Knowledge of Public Finance Management Act. Knowledge of Assets and Liabilities accounts.
<u>DUTIES</u>	:	(key result areas/outputs): Filing of documentation. Capture BAS payments, Journal entries and Debt take on's Allocate Cash Receipts. Control, manage and clear various Assets and Liabilities accounts. Render clerical assistance to the Senior Admin Officer in the Finance Control section.
<u>ENQUIRIES</u>	:	Ms C Munnik, tel no. (021) 404-2214.
<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.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/87</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District
<u>SALARY</u>	:	R216 417 per annum

<u>CENTRE REQUIREMENTS</u>	:	Alan Blyth Hospital, Ladismith, Oudtshoorn and Kannaland Sub-districts
	:	Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organisational skills. Ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	(key result areas/outputs): Render a secretarial service to the Medical Manager (Sub District Manager). Provide a receptionist support service to the office of the Sub District Manager including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the Sub District Manager including typing of minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good record keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the Sub District Manager and ensure prioritizing of important meetings. Ensure responsible co-ordination of the Sub District Manager's meetings i.e., logistics arrangements, venues etc.
<u>ENQUIRIES</u>	:	Dr CA Dreyer, tel. no. (044) 203- 7204
<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. Shortlisted candidates may be required to do a practical test.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/88</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R216 417 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Inherent requirements of the job: Willingness to rotate within Supply Chain Section and relieve colleagues when required. Computer literacy in MS Excel and Word. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department Computer literacy (MS Office). Knowledge of the PFMA, National and Provincial Treasury Instructions and Accounting Officer System.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure accurate stock control. ie. verify stock levels and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Asset Management i.e. Planning, Maintaining, Movements, Disposals and Stocktaking are performed. Work on LOGIS & Institutions systems. Assist with compiling and management of Annual Procurement Plan.
<u>ENQUIRIES</u>	:	Mr J Sheraton, tel. no. (021) 370-1423.
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short listed candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/89</u>	:	<u>STAFF NURSE GRADE 1 TO 3: THEATRE AND DAY WARD</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.

<u>DUTIES</u>	:	(key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-develop.
<u>ENQUIRIES</u>	:	Ms LK De Goede, tel. no. (044) 802-4352
<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 subject to a practical. 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). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/90</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING).</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE</u>	:	Based At Metro East District Hub, Lentegour) (Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Willingness to perform standby duties and overtime. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Perform necessary administrative functions. Knowledge of UPVC, PPR, MEPLA pipes, solar geysers, heat pumps and Macerators will be an advantage.
<u>DUTIES</u>	:	(key result areas/outputs): Assist Artisan Foremen/Chief Artisan with their duties. Assistance with the execution of engineering projects at health institutions within the Metro. Supervision and Training of subordinates. Maintenance repairs of all plumbing equipment and installations. Control over tools, materials, high pressure jetting machines, drainage and sewage pumps. Maintenance on GIBERIT cisterns, Low level, Close-Couple, Wall hung, and Anti-vandalism toilets and urinals.
<u>ENQUIRIES</u>	:	Mr M Vister, tel. no. (021) 370-1118
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind will be required when applying for this post.
<u>CLOSING DATE</u>	:	28 February 2025
<u>POST 06/91</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (10 POSTS) KMPSS AND WCRC</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Klipfontein/ Mitchells Plain Sub-Structure (2 Posts) Hanover Park Chc (1 Post) Gugulethu Chc (4 Posts) Western Cape Rehabilitation Centre (3 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the South African Nursing Council (SANC) as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the South African Nursing Council (SANC). Inherent requirement of the job: Willingness to work shifts, night shift and overtime when requested. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
<u>DUTIES</u>	:	(key result areas/outputs): Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which includes Patient Hygiene, Nutritional Status, mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams, tel. no. (021) 370-5008

- 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 with their job application/on appointment. 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). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 28 February 2025
- POST 06/92** : **TRADESMAN AID (ELECTRICAL)**
Directorate: Engineering and Technical Support Services
- SALARY** : R155 148 per annum
CENTRE : (Bellville Mobile Workshop) Head Office, Cape Town
REQUIREMENTS : Minimum requirement: NQF level 3 (Grade 10 certificate or equivalent). Experience: Appropriate experience within the electrical field within a workshop environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
- DUTIES** : (key result areas/outputs): Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour’s repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr L Semono, tel. no. (021) 830-3770
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 may be subjected to a practical test.
- CLOSING DATE** : 28 February 2025
- POST 06/93** : **CLEANER**
Garden Route District
- SALARY** : R131 265 per annum
CENTRE : Calitzdorp Clinic, Oudtshoorn and Kannaland Sub-districts
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and clinic cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Competencies (knowledge/skills): Good interpersonal and communication skills (written and verbal). Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
- DUTIES** : (key result areas/outputs): General cleaning, housekeeping and maintenance (i.e dust/sweep/polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal). Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
- ENQUIRIES** : Ms S Labuschagne, tel. no. (058) 551-1010
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 28 February 2025
- POST 06/94** : **DRIVER (LIGHT DUTY VEHICLE)**
- SALARY** : R131 265 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in transporting passengers and goods. Inherent requirement of the job: Valid PDP Must be of sober habits Must be willing to work overtime. A Valid driver’s licence. Competencies (knowledge/skills): Sound knowledge of transport regulations Sound knowledge of elementary fleet maintenance.
- DUTIES** : (key result areas/outputs): Schedule and plan transport routes to ensure responsible driving. Transport and load goods and safely transport clients and staff members. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization

and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor when needed.

ENQUIRIES : Mr E Cassiem, tel. no. (021) 404-3237
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 : 28 February 2025

POST 06/95 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE) (SESSIONAL) (20 SESSIONS)**
(1 Year Contract)
Garden Route District

SALARY : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour

CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **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 Family Medicine. **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 Family Medicine. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel in the district. Competencies (knowledge/skills): Knowledge and understanding of Health Care 2030. Excellent administrative and research skills. Computer literacy in MS Office. Clinical competencies (training and teaching skills).

DUTIES : (key result areas/outputs): The successful candidate will report to the Clinical Manager of the respective Sub-District. Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-District. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, with a person-centred approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, in order to ensure efficient delivery of the core package of services at the Hospital and PHC facilities. -Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach and Supervision and Line Management of Medical Officers, including the maintenance of competence of medical practitioners for the Sub-District and initiate, supervise and conduct research appropriate to the needs of the Sub-District and responsible for the training and learning of health staff and medical students. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV+ patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub-District and liaise with specialist at the referral hospital to implement the outreach and support policy of the Department.

ENQUIRIES : Dr FR Potgieter tel. no. (044) 302-8405
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). The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert.

CLOSING DATE : 28 February 2025

POST 06/96 : **MEDICAL OFFICER GRADE 1 TO 3 (3, 20, 12, 35 AND 25 SESSIONS)**
Cape Winelands Health District
(Contact Until 31 March 2028)

SALARY : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour

CENTRE : Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with

a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner 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 South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including pediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub-district, guiding health care colleagues in managing difficult PHC cases.+

DUTIES : (key result areas/outputs): Provide quality outpatient care to patients in Drakenstein Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub-district facilities as required.

ENQUIRIES : Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager) (021) 877-400
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). The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.

CLOSING DATE : 28 February 2025

POST 06/97 : **SESSIONAL PHARMACIST GRADE 1 TO 3 (40 SESSIONS: 2 X 15 HOURS PER WEEK & 1 X 10 HOURS PER WEEK)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R387 per hour
 Grade 2: R419 per hour
 Grade 3: R457 per hour

CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: 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 a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year 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 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 recognized 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' relevant experience after registration as Pharmacist with the 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 South Africa. Inherent requirement of the job: Willingness to perform on-call duties and work overtime should the need arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): 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. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.

- DUTIES** : (key result areas/outputs): Assist with collating and interpreting pharmaceutical data and ensure representation of pharmacy services at all relevant meetings. Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing ward audits in areas where medicine is kept. Assist with medicine management by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts.
- ENQUIRIES APPLICATIONS** : Mr W Rosant, tel. no. (021) 402-6360
: 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 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 relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to written and oral assessment.
- CLOSING DATE** : 28 February 2025
- POST 06/98** : **SPEECH THERAPIST GRADE 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK)**
(3-Year Contract)
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R248 per hour
Grade 2: R290 per hour
Grade 3: R340 per hour
- CENTRE REQUIREMENTS** : George Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as either a Speech Therapist and Audiologist or Speech therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as either a Speech Therapist and Audiologist or Speech therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One-year relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist 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 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement for the post: Availability to work flexible hours if necessary. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
- DUTIES** : (key result areas/outputs): Provide effective speech therapy service for in- and outpatients by assessing, diagnosing, and treating patients within a multidisciplinary team. Providing education and counselling to patients, family and caregivers. Monitoring and reviewing progress. Documenting patient information, patient statistics. Attending ward rounds, discussion, meeting with the multidisciplinary team. Liaising and referring appropriately. Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Assist with management of departmental resources.
- ENQUIRIES APPLICATIONS** : Ms SJ Van Wyngaard, tel. no. (044) 802-4472
: 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 to candidates 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)". The pool of applicants will be considered for other vacant Speech Therapist posts within George Regional Hospital, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

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28 February 2025