



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 26 April at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae which may be posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. DALRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees members will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. 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. Should, during any stage of the recruitment and selection process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment and selection process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a advertised position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DALRRD assures all applicants that any personal information provided during the recruitment and selection process will be treated with the utmost confidentiality and used solely for recruitment and selection purposes. Your privacy and data security are of paramount importance to the Department. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The DALRRD is committed to maintaining your privacy. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 12/01** : **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A – C) REF NO: 3/2/1/2024/001**
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R687 879 – R1 035 084 per annum, (The salary will be determined in accordance with the OSD requirements)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelors' Degree in Town / Urban and Regional Planning or relevant qualification. Minimum of 3 years post qualification in Town and Regional Planning experience. Compulsory Registration with South African Council for Planners (SACPLAN) as Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning

processes and procedures. Research and development. Computer-aided applications. Town and regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical skills. Creativity. Self-management. Communication skills (verbal and written). Language proficiency. Computer literacy. Change Management. Negotiation skills. Knowledge management. A valid driver's license.

DUTIES

: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Projects Managers. Plan and design to ensure sustainable human settlement. Compile Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluated Land Use Management Schemes (LUMS). Provide Spatial planning and land use management services in liaison with National Offices. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for Spatial Planning and Land Use Management at a provincial level. Provide development planning support to departmental programme and Rural Development at the provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research literature/studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning-related matters.

ENQUIRIES APPLICATIONS

: Mr D Schoeman Tel No: (051) 410 5800
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300 or by email to P001@dalrrd.gov.za

NOTE

: African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply

POST 12/02

: **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO: 3/2/1/2024/002**
Directorate: Spatal Development Framework

SALARY CENTRE REQUIREMENTS

: R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and Bachelors' Degree in Town / Urban and Regional Planning or relevant qualification. Minimum of 3 years post qualification in Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional Planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills. Analytic skills. Creativity skills. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills and Knowledge management skills. A valid driver's licence.

DUTIES

: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake continuous professional development to keep up with new technologies and procedures. Research / Literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning - related matters. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply

chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.

ENQUIRIES : Mr A Hay Tel No: (012) 312 9666
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to P002@dalrrd.gov.za
NOTE : Coloured, Indian and White Males and African, Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply

POST 12/03 : **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO: 3/2/1/2024/003**
Directorate: Planning Institutional Support Services

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelors' Degree in Town / Urban and Regional Planning or relevant qualification. Minimum of 3 years post qualification in Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional Planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills. Analytic skills. Creativity skills. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills and Knowledge management skills. A valid driver's licence.

DUTIES : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake continuous professional development to keep up with new technologies and procedures. Research / Literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning - related matters. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.

ENQUIRIES : Mr A Hay Tel No: (012) 312 9666
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083 or by email to P003@dalrrd.gov.za

NOTE : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply

POST 12/04 : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2024/004**
Directorate: Examination Services

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial

management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.

DUTIES

: Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

ENQUIRIES

: Mr K Senosha Tel No: (015) 495 1904

APPLICATIONS

: Application can be submitted by post, Private Bag X9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to P004@dalrrd.gov.za

NOTE

: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 12/05

: **CONTROL SURVEY TECHNICIAN (GRADE A) REF NO: 3/2/1/2024/005**
Directorate: Mapping Services

SALARY

: R499 275 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE

: Western Cape (Mowbray)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.

DUTIES

: Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

ENQUIRIES

: Ms TG Rambau Tel No: (021) 658 4303

APPLICATIONS

: Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001 or by email to P005@dalrrd.gov.za

NOTE

: African Males and Coloured Females and Persons with disabilities are encouraged to apply.

CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be submitted online at www.cpsi.co.za/careers or e-mailed to Recruitment@cpsi.co.za. Applications received after closing date will not be considered. Faxed applications will not be considered. CPSI reserves the right not to fill the below mentioned posts.
- CLOSING DATE** : 26 April at 16h00 pm
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications using the incorrect application form (old Z83) will not be considered. Each application for employment form (Z83) must be fully completed (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached), signed and initialled by the applicant. Failure by the applicant to fully complete, sign and initial the application form may lead to disqualification of the application during the selection process. The application must indicate the correct job title, the department where the position is advertised. Application form must be accompanied by a fully detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. 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.

OTHER POST

- POST 12/06** : **ASSISTANT DIRECTOR: SYSTEM DEVELOPER REF NO: 0002/2024**
- SALARY** : R424 104 per annum (Level 09). Annual progression up to a maximum salary of R496 467 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Recognized 3-4-year National Diploma or B-Degree in Information Technology, Software Development or related equivalent to NQF level 6, coupled with 3 years of relevant experience in system development; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations regarding IT; Sound knowledge of system development as well as programming; Experience working with SQL, HTML, PHP, VB, C#, .Net.
- DUTIES** : Develop desktop and web-based systems. Manage all system acquisitions (in-house and outsourced systems) within the Department. Conduct user training and system documentation. Advise on system development and initiatives. Perform system administration functions (system updates, security, etc.) Administer and co-ordinate user acceptance testing, functional system testing with main user of the system and business owners. Analyze and model process and data requirements for the purpose of user requirement specification and functional system design. Co-ordinate and facilitate the compilation of user requirements for business systems. Collect and analyze business processes. Develop process diagram and flowcharts for systems to be developed. Personal Profile: Experienced System Developer who has the ability to set and meet deadlines. Must have strong people skills and ability to set and meet deadlines. Demonstrate sound work ethics and should be honest, respectful, and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Good interpersonal skills, presentation skills, coordination skills computer and writing skills.
- ENQUIRIES** : Ms. Tshepo Buthelezi Tel No: (012) 683 2817

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or email to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 03 March 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 12/07** : **DIRECTOR: LEGAL SERVICES REF NO: 3/1/5/1-24/01**
- SALARY** : R1 162 200 per annum, (an all-inclusive package)
- CENTRE** : Hatfield, Pretoria
- REQUIREMENTS** : Applicants must be in possession of an LLB or relevant Legal Degree (NQF level 7) as recognised by SAQA, with at least five (5) years' verifiable experience at middle management level in the legal field, as well as experience in the legal practice. The candidate must be an admitted Attorney. Admission as an Advocate will be an added advantage. Legal practice in legislation drafting, contracts drafting and vetting is a prerequisite. Nyukela Pre-entry certificate for Senior Management Services is a requirement for appointment. The required key competencies are: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management and people management. Knowledge: The candidate must have operational knowledge of, and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service. Knowledge of all legislation administered by GCIS and its Entities, Protection of Personal Information Act, Magistrates Court Act, Intergovernmental Relations Framework Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, Public Finance Management Act, Financial Regulations, Government Policies, Public service regulations. The candidate must have ability to analyse and develop policy. He/she must have excellent communications skills (both written and verbal), client orientation and customer focused, and time management skills. A valid driver's license is essential.

DUTIES

: The successful candidate will be responsible to manage all legal services matters of the Department. Draft Legislation for GCIS and or for its entities, Management of the litigation processes for the department. Receive instructions for drafting and/or vetting of contracts, drafting and/or vetting of contracts, vetting and advising on international agreements, liaising with DIRCO and the Office of Chief State law adviser. Develop and update the GCIS Regulatory Universe, monitor compliance with legislative requirements, Conduct awareness sessions and information sharing sessions on areas of non-compliance. Provide legal advice to limit legal disputes, research relevant case law, legislation and legal literature applicable to the legal question, and review departmental policies to ensure that they are constitutional and compliant with primary legislation. Manage all litigations for the department. Receiving summonses and defending matters. Advocate for legislation, regulations, acts and policies. Manage legal strategies, and ensure compliance. Consult with stakeholders on matters related to legal services. Effectively manage human and financial resources in line with the PFMA. Manage the drafting and amendment of the legislation administered by the department. Ensure effective governance and compliance within the Directorate. Draft contracts, memorandum of understanding, legal instructions and provide general legal advice as required by the department.

ENQUIRIES

: Ms Lungile Tshabalala Tel No: (012) 473 0074/Mr Paul Kwerane Tel No: (012) 473 0407

NOTE

: For further details on the Public Service SMS pre-entry certificate, please visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Director-General particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty, as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.

DEPARTMENT OF HEALTH

The National Department of Health calls on all independent suitably qualified and interested persons to serve as members of the Audit and Risk Committee of the National Department of Health (NDoH) for a period of three (3) years.

- APPLICATIONS** : A letter of application and curriculum vitae should be marked 'Audit and Risk Committee member-NdoH' must be send via email to: NDOHarc@health.gov.za
- CLOSING DATE** : 26 April 2024
- NOTE** : Applications should be submitted on a written application letter and should be accompanied by a CV only (previous experience must be comprehensively detailed). Candidates must comply with the minimum appointment requirements. CV must be aligned to the advertisement requirements and responsibilities. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

OTHER POST

- POST 12/08** : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: NDOH 10/2024 (X3 POSTS)**
- SALARY** : Members shall be remunerated according to National Treasury guidelines. The term of office of the committee shall be for a period of three (03) years.
- CENTRE** : Dr AB Xuma, Pretoria
- REQUIREMENTS** : A relevant postgraduate tertiary and professional certification in Auditing and/or Accountancy, Risk Management and must be an active member of the relevant professional bodies. CA (SA) or relevant certification will be an added advantage. A minimum of five (5) years' experience in audit committee or executive management, preferably in the public sector. A sense of integrity and strong ethical values. An ability to act honestly and in good faith in the public interest. Understanding of the mandate of the audit committee. Independence and objectivity. Goal oriented and transformative. Understanding of the audit, financial/ accounting, and risk management practices. Leadership qualities. Professionalism. An understanding of the National Treasury regulations, PFMA and applicable accounting standards. Willingness to exercise due diligence and to provide sound advice to the Executive Authority.
- DUTIES** : Overseeing the effectiveness and reliability of financial and non-financial information, internal control and risk management. Advising the executive management on matters relating to amongst others governance, audit, financial management and internal control. Independently reviewing the reporting process to ensure the integrity of financial and performance management reports. Providing oversight on the implementation of management action plans to address audit issues. Providing oversight on institutional compliance with legislative and regulatory requirements. Promoting a culture committed to lawful and ethical behaviour, including oversight on fraud management. Review the accounting and audit significant findings and recommendations of internal and external auditors together with management responses thereto.
- ENQUIRIES** : The Acting Chief Director, Mr A. Masemola Tel No: (012) 395 8452/ 8159 or Abel.Masemola@health.gov.za during office hours only.

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 06 May 2024 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 12/09** : **DEPUTY DIRECTOR: NATIONAL CO-ORDINATOR – TITLE DEEDS RESTORATION PROJECT REF NO: DOHS/01/2024 (X2 POSTS)**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Transversal Programme and Projects
Directorate: Project Management Unit: Apex Project: Type C: Title Deeds Restoration Programme
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Pretoria
: Grade 12 or equivalent, an undergraduate Diploma/ Degree in Public Administration or any other relevant qualification in the built environment (NQF 6/7 as recognised by SAQA). A minimum of 3-5 years' relevant experience at an entry level management (Assistant Director Level or equivalent). Valid driver's license. Special requirements (Skills needed): Computer literate, able to operate with minimum supervision, ability to work under pressure, outstanding English written and verbal communication skills, analytical, problem solving, planning, organisational, and administrative skills. Extensive knowledge of human settlement policies, the Title Restoration Project, decision structures and activities. Extensive knowledge of the wider intradepartmental activities affecting the Title Restoration Project, Extensive knowledge of the administrative procedures regarding Finance (PFMA), Human Resources, Procurement, Planning, etc. in the Department of Human Settlements.
- DUTIES** : The successful candidate will be expected to perform the following functions: The planning and coordination of the Title Restoration Project including advisory service on procedural/technical and policy matters. Render project administrative services/support to the National Project Manager. Provide secretarial and liaison services on the Title Restoration Project. Provide coordinated integration and dissemination of information to the National Project Manager and provincial project managers. Coordinate quarterly National Steering Committees meetings. Design reporting templates. Assess Annual Provincial Business Plans. Oversee validation of quarterly performance reports. Facilitate intergovernmental discussions affecting the project.
- ENQUIRIES NOTE** : Mr L Manyama Tel No: (012) 444 9118
: Female candidates and people with disabilities are encouraged to apply

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 26 April at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 12/10** : **AUDIT AND RISK COMMITTEE MEMBERS "REF NO: DSBD – ARC" (X3 POSTS)**
- SALARY** : Audit and Risk committee members shall be appointed as independent contractors and not as employees of the Department. Compensation of members appointed from outside the public services is guided by the audit committee fees policy and is determined at an hourly tariff based on SAICA/AG tariffs per annum. The term of office for Audit committee members shall be determined by the Director- General. There is a minimum of four meetings held per financial year. Preference will be given to candidates who currently work and reside in Gauteng.
- CENTRE REQUIREMENTS** : Tshwane
Relevant professional qualifications such as CA, CIA, CISA, MBA, masters and honours degree. Senior Management experience in Accounting, Auditing, ICT, Governance, Risk, Finance, Legal, Business and Public Administration, and experience as a member of the Audit committee or a Board of Directors. Experience in enterprise development and public sector will serve as an advantage to complement the skills set for the Audit and Risk committee. The members shall perform audit committee responsibilities as outlined in section 3.1 of the Treasury Regulation.
- DUTIES** : The committee regulates and discharges its responsibilities in accordance with the provisions of PFMA, Treasury Regulations and approved Audit committee Charter.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394 5286/43097/ 072 242 6245
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DSBD - ARC" In terms of section 77 of the Public Financial Management Act (PFMA), the Department of Small Business Development is recruiting qualified interested persons to serve as members of its Audit and Risk Committee.

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of the Chief Director: HR Management and Development at the Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 26 April 2024 at 16:30 (E-mailed, faxed, and late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR upon accepting the invitation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to the appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

MANAGEMENT ECHELON

- POST 12/11** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DT01/2024**
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF level 8 qualification plus proven strategic management and leadership skills, 8 years' experience at a senior managerial level; Experience and skills in public policy; Experience in the corporate service environment will be an added advantage; Strong strategic leadership capabilities; An understanding of the work of Government and relevant stakeholders ;An analytical thinker with a strong background in strategic management and governance coordination, turnaround strategies and change management (proven change management abilities) ;Detail and goal-orientated Organisational design and development skills ;The ability to work with cross-functional projects/teams ;Good innovative, problem-solving and interpersonal skills ;Good report-writing skills ;A high level of computer literacy, The ability to communicate effectively at all levels ;Good financial, human resource and project management skills ;A good understanding of the Public Service Regulatory Framework and willingness to travel and work long hours.
- DUTIES** : As a member of the Department's Strategic Management team, the incumbent will report to the Director-General. He/she will: Be responsible for providing strategic and operational direction to the Branch; Manage and coordinate strategic planning and implementation systems; Manage the strategic Information Communications Technology support services to the Department ;Provide strategic and efficient support with regard to management of Human Resource Management and Development, Labour Relations and Employee Wellness, and Facilities as well as Security Management ;Manage the provision of Legal services ;Lead in the development and review of departmental policies; Ensure organisational compliance with relevant policies and prescripts; Manage the Department's service delivery and transformation programmes; Manage provision of office support, logistics and auxiliary services; Ensure effective internal controls and risk management for the Department; Manage the budget and other resources of the Branch.
- ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as well as an integrity assessment. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. The successful candidate must receive a positive security clearance and vetting outcome from State Security Agency

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 26 April 2024

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

OTHER POSTS

POST 12/12 : **SCIENTIST MANAGER GRADE A REF NO: 260424/01**
Branch: Provincial Coordination and International Cooperation: Western Cape
Dir: Water Resource Support

SALARY CENTRE REQUIREMENTS : R990 747 per annum, (all-inclusive OSD salary package)
: Bellville
: An MSc Degree or equivalent qualification in Natural Science. Six (6) years post BSc natural scientific experience. Compulsory registration with the South African Council for Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Good experience in modelling technologies. Knowledge and experience in groundwater resources assessment / exploration, aquifer characterization, acid mine drainage, develop and use of information management products / tools. Knowledge and experience of computer-based groundwater assessments programs. Knowledge of guidelines, protocol, standard and norms for groundwater developments, protection and management. Understanding of Integrated Water Resources Management. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislation. Computer literacy and ability to use software packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Sound knowledge of project management, financial management and people management.

DUTIES : Coordinate the management of geohydrological services sub-directorate and undertake integrated groundwater resource studies (quality, quantity, habitat and biota) with focus on impact of land-based activities on water. Evaluate and assess geohydrology reports. Provide scientific and technical expertise in the field of geohydrology and / earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources. Support the implementation of groundwater protection strategies and related protocols at the Regional / Provincial level. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of regional groundwater. Provide water resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government Departments, local authorities, the public and other clients on groundwater related issues. Mentor and develop personnel. Lead and manage projects.

ENQUIRIES : Mr MS Mnisi Tel No: (021) 941 6120

APPLICATIONS : Western Cape (Bellville): Please forward your application quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 12/13 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 260424/03 (X2 POSTS)**
Branch: Infrastructure Management: Northern Operations
Div: Mechanical/Electrical

SALARY CENTRE : R831 309 per annum, (all-inclusive OSD salary package)
Hartbeespoort
Mechanical (X1 Post)
Electrical (X1 Post)

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

DUTIES : Work in the cluster office technical services sub directorate as one of the technical leaders that supports Area Offices. Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Manage execution of CAPEX projects through Term Contractors. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative activities, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster-performance enabling committees such as OHS Committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the Area office footprint, Cluster office footprint and nationally for Chief Directorate's business calls. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel.

ENQUIRIES APPLICATIONS : Mr Itumeleng Mmutloane Tel No: (012) 200 9000
Hartbeespoort: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P/Bag X352, Hartbeespoort,0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.

FOR ATTENTION : HR Unit

POST 12/14 : **ENGINEER PRODUCTION GRADE A - C REF NO: REF NO: 260424/02**
Branch: Infrastructure Management: Head Office
Dir: Environmental Impact Monitoring
Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY CENTRE : R795 147 - R1 197 978 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
Pretoria Head Office

REQUIREMENTS : A Civil Engineering degree (B Eng/ BSc (Eng). Three (3) years post qualification experience in Engineering. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge and experience in the following fields will serve as an added advantage: Experience in water use, waste management and mining facilities design, operation, and review procedures. An interest in hydraulic, environmental, and geotechnical engineering. Knowledge and understanding of National Environment Management Act (NEMA), National Environmental Management Waste Act (NEMWA), National Water Act (NWA), Water Resources Infrastructure Development, ECSA Board Notices, Public Finance Management Act (PFMA) and associated legislation. Knowledge and experience in engineering, legal and operational compliance, technical drawing interpretation, risk management, research and development skills, engineering, and professional judgement. Understanding of programme and project management. Technical report writing

skills. Decision making, teamwork, customer focus, and responsiveness. Excellent communication skills both verbal and written. Strong ethics base.

DUTIES

: Integration of environmental requirements in planning and design of water resources infrastructure. Evaluate water use license applications designs including those of waste management and mining facilities. Advise other chief directorates on civil design specifications to ensure compliance with environmental statutes and other relevant prescripts. Evaluating, editing, and authorising all designs, reports, engineering drawings and specifications. Provide professional and technical advice on support services within the directorate as well as to other directorates and organizations. Keeping abreast with the latest developments in the fields of Integrated Environmental Engineering and formulating new guidelines and standards to reflect the latest trends. Mentoring and training Graduate Trainees, Candidate Engineers, and Technicians. Managing administrative, financial, and personnel-related functions.

ENQUIRIES

APPLICATIONS

: Mr Karl Bester Tel No: (012) 336 7119
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental

POST 12/15

: **SCIENTIST PRODUCTION GRADE A - C REF NO: 260424/04**
Branch: Water Resource Management
Sd Resource Quality Monitoring (RQM)

SALARY

: R687 879 – R1 035 084 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE

REQUIREMENTS

: Pretoria Roodeplaat: Resource Quality Information Services (RQIS)
: A Science Degree (BSc)(Hon) or relevant qualification in the following fields: Water Science Hydrology, Soil Science, Botany, Ecology, or related field. Three (3) years post-qualification Natural Science experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Experience and comprehensive training in or knowledge of wetlands resources assessment, monitoring and use of mapping tools and desktop assessment methods. Knowledge of guidelines, protocols, standards and norms for wetland assessment, inventory, monitoring, protection, rehabilitation, and management. Ability to analyse and interpret wetland-related data. Excellent communication skills including verbal, report writing, and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Proven liaison and networking skills especially as they relate to corporate governance and stakeholder engagement. Computer Skills. People management and Conflict management. Willingness to work abnormal hours and under pressure as well as travel country wide.

DUTIES

: Oversee the implementation of the National Wetland Monitoring Programme (NWMP). Support developmental work related to wetlands (i.e. conservation, protection, rehabilitation, management, biodiversity, research, projects etc.) and other water quality-related projects/programmes. Liaise with institutions/stakeholders involved in wetland assessment & monitoring and information management. Review and maintenance of the NWMP, stakeholder engagement on specialized requests, monitor and evaluate the programme and compile technical reports. Assess and report on the state of South Africa's wetlands and provision of water resources/wetlands expertise to all stakeholders including the Resource Quality Information Services (RQIS) directorate, the water sector, and any other interested parties. Supporting or leading technical reporting on wetlands information, via internal reports and publications. Contribution to global water issues (Sustainable Development Goals - SDGs on wetlands) and international relations.

ENQUIRIES

APPLICATIONS

: Mr E Mogakabe Tel No: (012) 808 9596 Cell No: 082 808 9844
: Pretoria (Head Office): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment and Selection Unit

**PROVINCIAL ADMINISTRATION: GAUTENG
GOVERNMENT INFRASTRUCTURE DEVELOPMENT**

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

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

OTHER POSTS

- POST 12/16** : **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/020277**
Directorate: Maintenance Academic Hubs
- SALARY** : R1 146 540 - R2 156 640 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE REQUIREMENTS** : Steve Biko Facility Maintenance Hub (Johannesburg)
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.
- DUTIES** : Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and

organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

POST 12/17 : **ENGINEER PRODUCTION: MECHANICAL GRADE A-C REF NO: REFS/020280**
Directorate: Other Provincial Departments Infrastructure Delivery

SALARY : R795 147 - R1 197 978 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration (only shortlisted candidates will attach proof of recognised experience).

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

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

ENQUIRIES : Mr. Tshepo Marokane at 076 521 4118/072 668 0029

POST 12/18 : **ARCHITECT PRODUCTION GRADE A-C REF NO: REFS/020281**
Directorate: Infrastructure Delivery Eastern/Central Cluster

SALARY : R687 879 - R1 035 084 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (only shortlisted candidates will attach proof of recognised experience).

CENTRE REQUIREMENTS : Johannesburg (Head Office)
: A Degree in Architecture or equivalent qualification. A minimum of 3 years' post qualification in Architectural experience. Compulsory Registration as Professional Architect with the SACAP. Must have a valid driver's license. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National

Environmental Management Act, 1998 and related Protocols and Regulations. Skills- Programme and project management, Architect legal and operational compliance, Architect operational communication. Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Research and development, Computer-aided engineering applications.

DUTIES : Coordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development Keep up with new technologies and procedures. Research on architecture to improve expertise Liaise with relevant bodies/councils on architectural-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery.

ENQUIRIES : Ms. Refiloe Malete at 076 521 4118/072 668 0029

DEPARTMENT OF HEALTH

OTHER POSTS

POST 12/19 : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: JUB 02/2024**
Directorate: Mental Health Unit

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 605 330 - R2 001 927 per annum

CENTRE REQUIREMENTS : Joint Appointment Dgmah – Jubilee District Hospital and Sefako Makgatho Academic Institution
: Appropriate qualification that allows registration with HPCSA as Medical Specialist in Psychiatry. Registration with HPCSA as a Medical Specialist in Psychiatry. Current registration with HPSCA (2023/2024). Appropriate experience as a specialist. Ability to supervise a unit and work in a multi-disciplinary team. Knowledge of Public Service and Health Legislation, Policies, Procedures, and Medical Ethics. Management experience will be an added advantage. Computer Literacy (Ms Word, MS Excel, Power Point). Ability to conduct and prepare training and presentations. Good communication and interpersonal skills. Demonstrate an understanding of Human Resource management and disciplinary procedures. Team building and problem- solving skills. Strong leadership skills.

DUTIES : The successful candidate will provide administrative and clinical duties at a specialist level. He or she will consult, assess, and manage In and outpatients comprehensively (including patients outside the mental unit), ensure accurate clinical record keeping, develop and implement evidence - based clinical protocols and guidelines Partake in clinical audits and research activities. Complete relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centres for patients who need further care an investigation. Implement and monitor adherence to national core standard (norms and standards). Rendering of after-hours service including weekends (commuted overtime). Provide outreach to facilities / service in the catchment area. Facilitate and participate in in the training, development and mentoring of under and postgraduate student, nurses, medical interns, community service, and medical officers. Doing research and supervising research as part of the duties at the University. Strengthen and promote clinical effectiveness use of data, and appropriate reporting on outputs and health outcomes. Foster effective teamwork and lead the Multidisciplinary ward rounds. Facilitate and ensure effective communication with all management structure within the hospital. Assist with strategic and operational planning of service in the hospital and /or catchment area of the hospital. Management of relevant human resources. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Right Charter.

ENQUIRIES APPLICATIONS : Dr O.B. Modise Tel No: (012) 717 9302 and Dr S Mazibuko Tel No: (012) 521 4032
: Documents must be posted to Jubilee District Hospital Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital or at DGM AH, Human Resource department, 3111 Setlogelo Drive Ga- Rankuwa Unit 2.

NOTE : Applications must be submitted won the new Z83 form (obtained from any public service department or on the internet at w.w.w.dpsa.gov .za/documents) 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 before the day of the interview date. The post is a joint appointment post with DGM AH, Jubilee Hospital and the Department of Psychiatry, School of Medicine, Faculty of Health Science, Sefako

Makgatho University. The post is stationed at DGMAH and rendering outreach services to Jubilee Hospital according to the set schedule and rotation. Short-listed candidates must avail themselves for interviews at a date and time as determined. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Check (PSC) – Verification, Reference checks (At least three, one must be your immediate supervisor) identify verification, qualifications verification, criminal record checks, credit /financial stability checks, and employment verification. The recommended candidate maybe subjected to medical surveillance as requires by the Occupational Health and Safety Act, Act 5 of 1993. The Gauteng Department of Health is guided by the principles of Employment Equity. Therefore, all appointments will be made in accordance with the Employment Equity target of the department. If you have not been contacted within three (3) Months after closing date, please accept that your application was unsuccessful. Note: No faxed or emailed applications will be considered.

CLOSING DATE

: 26 April 2024, Time: 15:00

POST 12/20

: **MEDICAL SPECIALIST (PAEDIATRICS & CHILD HEALTH) REF NO: MRH/2024/12**
Directorate: Medical

SALARY

: R1 214 805 per annum, OSD Grading

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: National Senior Certificate and MBCHB OR equivalent qualification plus FC Paeds (SA) or equivalent which allows current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require one (1) year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized for Service. Recommendation: Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage. Competencies: Outstanding clinical skills in field of Paediatrics preferably obtained in public service/environment. Ability and practical experience to provide training for under and postgraduates. Develop and review clinical protocols and guidelines for Paediatrics Quality Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing. Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics.

DUTIES

: Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Paediatric services. Participate in the Departmental outreach program to the catchment area Intern, Community Service Doctor's, Medical Officer and Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meeting occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services. Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. To perform overtime duties. Assist with the maintenance of standards of care and implementation of quality of quality improvement programmes within the Department. Assist with the administration of a component of the Paediatric Department.

ENQUIRIES

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

APPLICATIONS

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

FOR ATTENTION

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

NOTE

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

CLOSING DATE

: 03 May 2024

POST 12/21 : **MEDICAL SPECIALIST (OBSTETRICS AND GYNAECOLOGY) REF NO: MRH/2024/04**
 Directorate: Clinical

SALARY : R1 214 805 – R2 001 927 per annum, (OSD Grading grading)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate or equivalent MBCHB Degree post graduate qualification that allows current registration with HPCSA (2024/2025): as Medical Specialist in Obstetrics and Gynaecology. Offer will be based on proven years of experience. **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as Medical Specialist with HPCSA. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care that provides appropriate clinical care supervising junior medical staff. Attendance of relevant administrative meetings like mortality meetings near miss meeting and completing medico legal document timeously (especially death certificate). Participation in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Required to do clinical audits and where necessary improvement plan. Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with OHSC, HPCSA, CMSA. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Obstetrics and Gynaecology/ Head of Clinical Services. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr EB Mankge Tel No: (012) 841 8305
APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Mr MH Hlophe Tel No: (012) 841 8329, Recruitment Section
NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment refence check. Jobs are Not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 03 May 2024

POST 12/22 : **MEDICAL OFFICER GRADE 3 REF NO: ODI/05/04/2024/01**

SALARY : R1 197 150 - R1 491 627 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. A minimum of 10 years appropriate experience as a medical Officer. Experience as a Medical Officer post Community Service. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, team work and good medical record keeping.

DUTIES : Patient care, Attendance of relevant administrative meetings like mortality and mobility meetings and completion of Medico legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Expected to do: Commuted overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr R.T Motsepe Tel No: (012) 725 2436
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

NOTE : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the

department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE

: 26 April 2024

POST 12/23

: **DEPUTY MANAGER: PRIMARY HEALTH CARE REF NO: WRHD/01/04/2024**

Directorate: West Rand Health District

This is a re-advertisement therefore candidate who applied previously are encouraged to apply.

SALARY

: R930 747 per annum

CENTRE

: Office of Primary Care: West Rand District Health Services

REQUIREMENTS

: Basic qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC), Post basic qualification (will be an added advantage). Current registration with the SANC. A minimum of 09 years appropriate/recognisable Nursing experience after registration SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management, more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess driver's license. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.

DUTIES

: The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPA's): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the legislative, regulation and policies frameworks. the key results areas (KRA's): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.

ENQUIRIES

: Ms T. Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)

APPLICATIONS

: Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private bag X2053, Krugersdorp, 1740. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 26 April 2024 at 16h00.

POST 12/24

: **DEPUTY MANAGER NURSING REF NO: EHD2024/04/03**

Directorate: District Specialist Mental Health Team

This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: R930 747 - R1 045 731 per annum. (all-inclusive remunerative package)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 with Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse One-

year qualification in Advanced Psychiatric Nursing Science will be an added advantage A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing At least 4 years' of the period referred to above must be appropriate/recognizable experience at management level. A valid driver's license is essential. Must be able to work under pressure, have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resource management skills Computer literacy is essential Ability to work independently, and in a multidisciplinary context Analytic thinking, independent decision making and problem-solving. Evidence of current registration with SANC.

DUTIES

: Conduct a situational analysis of mental health services in the district. Develop an action plan towards improvement in mental health services. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish routine ongoing training and supervision for PHC and mental health teams. Establish referral pathways and coordination with all stakeholders. Monitor and evaluate services and implementation of the mental health operational plan through appropriate tools and indicators. Establish and maintain Inter-sectoral and inter-disciplinary collaboration and coordination. Participate in or conduct research and translate findings into improved services. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Develop and/or review and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to mental health care. Utilize information technology and other management information systems to manage mental health information for the enhancement of service delivery. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide technical and management support to the district, hospitals, Mental Health NGOs, Substance Abuse Rehabilitation Centres and Contracted Care Centres.

ENQUIRIES

APPLICATIONS

: Dr K Maaroganye Tel No: (011) 876 - 1836/ 063 607 3796
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 26 April 2024

POST 12/25

: **MEDICAL OFFICER GRADE 1 REF NO: ODI/05/04/2024/02**

SALARY

CENTRE

REQUIREMENTS

: R906 540 - R975 738 per annum
: Odi District Hospital
: Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. **Grade 1:** Officer: from 0 to 5 years appropriate experience as a medical Officer. experience as a Medical Officer post Community Service. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, team work and good medical record keeping.

DUTIES

: Patient care, Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICO legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Expected to do: Commuted overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES

APPLICATIONS

: Dr Motsepe RT Tel No: (012) 725 2436
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

NOTE

: Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the

department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE

: 26 April 2024

POST 12/26

: **ASSISTANT MANAGER (PNB-4) REF NO: TDHS/A/2024/31 (X1 POST)**

Directorate: Laudium CHC

SALARY

: R683 838 - R767 184 per annum, (plus benefits)

CENTRE

: Tshwane Health District Services

REQUIREMENTS

: Matric / Senior Certificate / Grade 12, a basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) or an Advanced Midwifery and Neonatal Science (R212) accredited with SANC plus a Post Basic qualification of a minimum duration of one-year in Nursing Administration or Management or Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA (i.e. NQF level 7 or 6 for a Degree or Diploma respectively). Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed & valid driver's licence, be computer-use literate & competent. NB!! Shortlisted Candidates will be assessed for computer competency. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.

DUTIES

: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Monitor that the Sub-District meets and/or exceeds set performance targets & aspirations. Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of human, financial & material resources. Proactively, independently & autonomously manage labour relations affairs, including consequential management. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. Liaise the Health Centre with Sub-District, District and all other essential stake-holders.

ENQUIRIES

: Mr SR Makua Tel No: (012) 354 7687 / 079 872 6077; Monday to Friday; during office hours

APPLICATIONS

: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 26 April 2024

POST 12/27

: **ASSISTANT MANAGER NURSING: (AREA MANAGER (PNB-4) REF NO: TDHS/A/2024/32**

Directorate: PHC Sub District 1

SALARY

: R683 838 - R767 184 per annum

<u>CENTRE REQUIREMENTS</u>	: Tshwane District Health Services : Grade 12/Matric, Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification in Clinical Nursing science ,Health Assessment, Treatment and Care with duration of at least 1 year and accredited with the SANC plus post basic qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be management experience in in either District Health Services or PHC Setting. Valid Driver's license is a requisite. Potential candidates should be computer-use competent on related modern-day functions & activities. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Effective and competent use of modern-day technology to communicate and advance any other departmental mandates. Shortlisted Candidates may be assessed for computer competency as part of selection.
<u>DUTIES</u>	: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho- 102 Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS) Liaise the Sub-District, District and all other essential stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	: Ms SR Kanama at 083 358 5454 during office hours only (08h00- 16h00) : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	: 26 April 2024
<u>POST 12/28</u>	: <u>HEAD OF DEPARTMENT: PRIMARY CARE NURSING PND III REF NO: REFS/020318</u> Directorate: Gauteng College of Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	: R645 720 – R745 425 per annum, (plus benefits) : Gauteng College of Nursing (GCON): SG Lourens Campus : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e., diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post–basic qualification in Nursing Education. A post basic qualification in R.48 programme. Master's degree in Nursing. Computer literacy. Valid driver's licence. Skills And Knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics

<u>DUTIES</u>	: and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Coordinate the facilitation of teaching and learning in theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. CAM Molokwane Tel No: (012) 319 5620 : All applications should be submitted online only at http://professionaljobcentre.gpg.gov.za/ . NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents 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). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applications will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.
<u>CLOSING DATE</u>	: 26 April 2024
<u>POST 12/29</u>	: <u>HEAD OF DEPARTMENT: STUDENT AFFAIRS REF NO: REFS/020317</u> Directorate: Gauteng College of Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	: R645 720 – R745 425 per annum, (plus benefits) : Gauteng College of Nursing (GCON): SG Lourens Campus : Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification procedures related to management of data/records. Ability to work in a team and under pressure. Drivers' licence. Computer literate. Knowledge of procedures and processes related to undergraduate and postgraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Computer skills in MS Word, MS Excel, MS PowerPoint.
<u>DUTIES</u>	: Management and supervision of the Student Affairs Department which includes planning, monitoring processes for statistical data collection and analyse data, develop reports, monitoring of reporting systems and instruments; dealing with students' matters such as registration, course terminations, course extensions, student appeal, planning and implementation of graduation and prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance. Ensure proper, accurate and timeous communication of students' examination results. Manage, supervise, monitor, and report on all Student Affairs matters. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. CAM Molokwane Tel No: (012) 319 5620 : applications should be submitted online only at http://professionaljobcentre.gpg.gov.za/ . NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents 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). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE

: 26 April 2024

POST 12/30

: **HEAD OF DEPARTMENT: STUDENT COUNSELLING AND DEVELOPMENT REF NO: REFS/020316**

Directorate: Gauteng College of Nursing

SALARY

: R645 720 – R745 425 per annum, (plus benefits)

CENTRE

: Gauteng College of Nursing (GCON): SG Lourens Campus

REQUIREMENTS

: Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. Diploma in psychiatric Nursing or Psychology level 3. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. Drivers' licence. Knowledge of procedures related to management of data/records. Ability to work in a team and under pressure. Knowledge of procedures and processes related to undergraduate and Postgraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Computer skills in MS Word, MS Excel, MS PowerPoint.

DUTIES

: Management and supervision of the Student Counselling and Development Department. Plan and manage learner counselling and support programmes. Implement life and study skills for students. Assessment and referral of individual students with personal problems. Promote general welfare, personal and professional development of students. Support and guidance of students. Conduct classroom presentation to improve academic performance. Policy development, review, and evaluation. Participate in planning and implementation of graduation and Prize giving ceremonies. Report on all Student Counselling matters. Communicate with the relevant stakeholders to ensure an effective teaching and learning environment. Participate in the daily management of the Campus activities.

ENQUIRIES

: Mr. CAM Molokwane Tel No: (012) 319 5620

APPLICATIONS

: applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/>. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents 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). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE

: 26 April 2024

POST 12/31

: **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2024/33 (X1 POST)**

Directorate: Nursing

SALARY

: R627 474 – R703 752 per annum, (plus benefits)

CENTRE

: Tshwane Health District – Laudium CHC

REQUIREMENTS

: Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a General Nurse & Midwifery plus a post basic nursing qualification

(Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services. The candidate should be computer literate and possess a valid & unendorsed driver's licence including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.

DUTIES

: To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the work-place. Liaise the Sub District, District and all other essential stake-holders systems within the unit. Uphold the Batho Pele and Patients' Rights Principles.

**ENQUIRIES
APPLICATIONS**

: Mr SR Makua at 079 872 6077; Monday to Friday and during office hours only
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 26 April 2024 at 15h00

POST 12/32

: **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 810 (X1 POST)**
Directorate: Nursing Services (Clinical Support FBU: Operating Theatre)

**SALARY
CENTRE
REQUIREMENTS**

: R627 474 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e.inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be

allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment) Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

ENQUIRIES
APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE

: 26 April 2024

POST 12/33

: **ASSISTANT MANAGER NURSING (AREA/HEAD OF NURSING SERVICES) REF NO: HRM/2024/06**
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: R627 474 - R654 960 per annum, (OSD)
: Mamelodi Regional Hospital
: National Senior Certificate. Basic qualifications accredited with the SANC in terms of Government notice R425. (i.e., Diploma/Degree in nursing). A minimum of 8 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy. Valid driver's license. Verified proof of experience. Service certificates compulsory South African Nursing Council annual practicing certificate.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Ensure clinical nursing practice by the nursing teams (units) & institution. Effective leadership in managing disciplines & conflict resolutions. Display a concern for patient, promoting, advocating & facilitating proper treatment & care& ensuring that the units adhere to ministerial priorities; the principals of Batho Pele & Patient Rights Charter. Demonstrate effective communication with patients, community, supervisors, other health professionals & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementation of nursing guidelines, practice, physical resources. Provision of effective support to nursing services. Maintain professional of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Be informed with labour act practices. Perform any other delegated duties.

ENQUIRIES
APPLICATIONS

: Ms. S Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION
NOTE

: Mr. MH Hlophe Tel No: (012) 841 8329, Recruitment Section
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV .Only

shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted. Failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check). Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

: 03 May 2024

POST 12/34

: **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST REF NO: CHBAH 811 (X1 POST)**
Directorate: Orthopaedic Workshop

SALARY

: R550 785 per annum, (plus service benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Bachelor's degree/B Tech or National Diploma qualification in medical orthotics and Prosthetics. Current independent Practitioner registration with Health Professions Council of South Africa as a Medical Orthotist and prosthetist (MOP) for 2024/2025. A minimum of three years' experiences in the orthotics and prosthetic field after registration with HPCSA. Competencies: Knowledge of Public Service Act and its regulations, Labour Relations Act, Occupational Health and safety Act, Basic Conditions of Employment Act, Computer literacy skills, good communication and interpersonal skills, Problem solving and conflict management skills. Human resources management and Development skills. Research and innovation skills. Ability to work independently within a team and under pressure. Ability to do statistics and analyse it. A valid driver's licence will be an added advantage.

DUTIES

: Supervise all aspects of Human Resources, Orthotics and prosthetics and Orthopaedic Footwear production. Delegate staff and develop clinical and production service schedules. Participate in production work by designing, measuring, fitting, repairing, and adjusting all O & P devices. Teaching and supervising students and newly qualified. Manage (plan, coordinate and implement) MOP service in the allocated section and manage own patient load. Assume relevant functions on behalf of the HOD in his absence. Participate in budgeting, procurement processes as well as monitoring and evaluation. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meetings approved by the department.

ENQUIRIES

: D Machaba Tel No: (011) 933 8816

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE

: 26 April 2024

- POST 12/35** : **CHIEF DIETICIAN REF NO: TDHS/A/2024/34 (X1 POST)**
Directorate: Nutrition
- SALARY** : Grade 1: R520 785 - R578 367 per annum
Grade 2: R595 251 - R658 482 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Bachelor of Dietetics Degree. Completed community service. Current registration with HPCSA as dietician: independent practice. At least eight years experience working as dietician after completing community service, of which at least two years should have been in public service. Valid driver's licence (manual transmission). Computer literacy in Word, Excel, PowerPoint, internet and e-mail. Other Skills / Requirements: Attendance of Severe Acute Malnutrition (SAM) and Mother Baby Friendly Initiative (MBFI)/lactation management courses will be beneficial. Advanced computer literacy will be beneficial. Good verbal and written communication skills.
- DUTIES** : Render effective, patient centered dietetics service in allocated health facilities in adherence to scope of practice and health protocols. Supervise allocated subordinates. Work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and monitor Integrated Nutrition Programme (INP) strategies, including Vitamin A supplementation, the Community Based Nutrition Initiative, growth monitoring and promotion, Mother Baby Friendly Initiative and Nutrition Counselling, Support and Treatment. Provide nutrition promotion, advocacy and education to communities and counselling and advice to individuals for appropriate nutrition and awareness. Technical support in facilities, including stock control of nutritional supplements, equipment and materials, as well as in-service training of staff. Exercise care with all consumables and equipment. Perform accurate record keeping, data collection and reporting on Nutrition indicators. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Adhere to Provincial, Facility and Departmental policies, procedures, guidelines and regulations. Strict adherence to HPCSA and departmental policies.
- ENQUIRIES** : Mrs. Lindi de Bruyn Tel No: (012) 451 9000, ext. 9260
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 26 April 2024
- POST 12/36** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 814 (X2 POSTS)**
Directorate: Radiography
- SALARY** : R520 785 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of three (3) years' experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2024/2025. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution will be an added advantage: Skills/Competence/Knowledge: Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues

and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES
APPLICATIONS

: Mr Khumalo Tel No: (011) 933 8434
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/respond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE

: 26 April 2024

POST 12/37

: **CHIEF SPEECH THERAPIST & AUDIOLOGIST REF NO: TDHS/A/2024/35**
Directorate: Therapeutic Services: Rehabilitation Program

SALARY
CENTRE
REQUIREMENTS

: R520 785 per annum, (plus service benefits)
: Tshwane District Health Services
: Appropriate degree in Speech Therapy & Audiology, Current registration with HPCSA, Valid code 8/10 driver's license (manual transmission). Minimum of 6 years' experience working as a Speech Therapist & Audiologist after registering with HPCSA. Relevant experience in management of personnel and financial management. Other Skills: Knowledge of working in the community-based setting, computer literate, good communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player. Team leadership skills.

DUTIES

: Render Speech therapy & Audiology service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health. Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual team reports, stats, and other administrative duties for therapeutic service unit and submit to the sub-district coordinator. Establish good working relationship with other stake holders within the district e.g Support groups, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and forums. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES
APPLICATIONS

: Mr Lawrence Shirimane Tel No: (012) 451 9026 / 083 990 4936 (office hours only)
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 26 April 2024
- POST 12/38** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 WBPHCOT REF NO: EHD2024/04/05 (X1 POST)**
 Directorate: PHC
 This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, (plus benefits)
 : Ekurhuleni Health District (SSDR)
 : Grade 12 with Basic qualification accredited with SANC in terms of Government notice R425 (i.e., Diploma/Degree in Nursing) or equivalent that allows registration with South African Nursing Council as a Professional Nurse. Evidence of current registration with SANC. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Experience working in a community outreach setting will be an added advantage. Computer literacy and a valid driver's license is essential. Good communication, presentation and report writing skills. Knowledge and application of Batho Pele Principle. Good organizational and analytical skills. Ability to work independently and in a team and under pressure. Flexibility and good interpersonal relationship with colleagues and stakeholders.
- DUTIES** : Provide leadership to ward based community outreach teams at sub district level. Training community health workers and outreach team leaders. Supervise and guide outreach team leaders. Stakeholder consultation, liaising with facility managers, programme managers and sub district managers. Collating monthly statistics and do sub district reports. Monitoring and evaluation of team's activities. Order and allocate working resources as per the programmes need. Perform any function as delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms N.P Motshale at 073 107 4242
 : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
 : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 26 April 2024
- POST 12/39** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: CHBAH 812 (X1 POST)**
 Directorate: Nursing Services – Clinical Education & Training Unit (CETU)
- SALARY CENTRE REQUIREMENTS** : R497 193 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Exposure working in Nursing Education environment will be added advantage. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education and Child Nursing Science. Diploma in Health Services Management will be an added advantage. Competencies/Knowledge/Skills: Knowledge of Nursing care processes and procedures, nursing statutes, Ideal Hospital Realisation and Maintenance Framework – version 2.0 and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right

Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework in CETU. Manage effectively supervision and utilization of resources Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Demonstrate an ability to perform research work relevant to Nursing education and related subjects to enhance the quality of CETU. Able to apply technology and programmes to enhance the level of education and teaching programmes. Teaching of clinical nursing practice and nursing standards as determined by the relevant facility.

ENQUIRIES : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE : 26 April 2024

POST 12/40 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: CHBAH 813 (X1 POST)**
Directorate: Nursing Services – (Nursing Personnel)

SALARY : R497 193 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Exposure working in Nursing Education environment will be added advantage. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education and Child Nursing Science. Diploma in Health Services Management will be an added advantage. Exposure in working at Staff Development/Nursing Personnel environment will be added advantage. Diploma in Health Services Management will be added advantage. Competencies/Knowledge/Skills: Computer literacy, Leadership, ward management/administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Prepared to work in stressful conditions as the need arises. Demonstrate

effective communication at all levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing, and 7 other multidisciplinary health professions acts.

DUTIES

: Supervise, allocate and coordinate Community Service Professional Nurses (Curatorship). Implement nursing ethics, legislation, and related framework. Manage resources effectively and efficiently in the unit. Compile and analyze reports on recruitments and service terminations (death, transfers, and resignations). Collaborating with Nurse Managers in the Cost Centres and Clinical Education & Training Unit (CETU). Collaborate with Human Resources Department (HRD) when processing leaves management and service terminations. Handling of Nursing agencies related matters (Timeous time control sheets submission and, verifying and quality checking of invoices). Representing nursing on different Hospital Committees as assigned by Director Nursing. Perform all the administrative functions required of the job including keeping records of nursing skills based, Applicant should be prepared to undergo medical Surveillance as an inherent job requirement. Comply with the Performance Management and development System (contracting, quarterly reviews and final assessment)

ENQUIRIES

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE

: 26 April 2024

POST 12/41

: **PROFESSIONAL NURSE (SPECIALTY ADVANCE MIDWIFERY) REF NO: MRH/2024/07 (X1 POST)**

Directorate: Nursing

SALARY

: R431 265 - R645 720 per annum, (plus benefits), OSD

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: Grade 12 certificate or equivalent NQF level. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e diploma degree in nursing) or equivalent qualification that allows current registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R 212 in the relevant speciality (Advance Midwifery and Neonatology). A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate/recognisable experience working in maternity after obtaining the one year post basic qualification in Advance Midwifery and Neonatology speciality. Competencies: Skills required. Good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate a basic understanding of HR and financial policies and practices. Ability to plan and organise own work, time and that of support personnel to ensure smooth running of procedures in maternity.

- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, students and patients teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g., human, financial and material.
- ENQUIRIES APPLICATIONS** : Ms. S. Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms. RM Tloane Tel No: (012) 841 8331, Recruitment Section
Mr MH Hlophe, HR Recruitment Section
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV .Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents .The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital
- CLOSING DATE** : 03 May 2024
- POST 12/42** : **PROFESSIONAL NURSE SPECIALTY (NEONATAL NURSING SCIENCE/CHILD NURSING SCIENCE) REF NO: MRH/2024/08 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R431 265 - R645 720 per annum, (plus benefits), OSD
: Mamelodi Regional Hospital
: Grade 12 certificate or equivalent NQF level. A basic R425 qualification (i.e, Diploma/Degree in nursing or equivalent that allows current registration as a Professional Nurse. minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. A post basic qualification with duration of at least 1 year accredited with SANC in terms of Governance Notice No. R 212 in Neonatal Nursing Science/Child Nursing Science. Skills required: Good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Demonstrate a basic understanding of HR and financial policies and practices. Ability to plan and organise own work, time and that of support personnel to ensure smooth running of Neonatal unit.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, students and patients teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and EPI. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over discipline, grievance, and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g., human, financial and material.
- ENQUIRIES APPLICATIONS** : Ms. S. Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms MM Makgasha Tel No: (012) 841 8390, Recruitment Section
Mr MH Hlophe, HR Recruitment Section
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV .Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents .The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be

subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital
03 May 2024

CLOSING DATE

POST 12/43

LECTURER PNDI / PNDII REF NO: REFS/020319 (X7 POSTS)

Directorate: Nursing Education and Training

SALARY

PNDI: R431 265 – R497 193 per annum, (plus benefits)

PNDII: R528 696 – R683 838 per annum, (plus benefits)

CENTRE

Gauteng College of Nursing (GCON): SG Lourens Campus

REQUIREMENTS

PNDI: A Basic R.425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII:** A Basic R.425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education as a Lecturer/Educator after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.

DUTIES

Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the Campus by serving on committees, attending, and participating in meetings and Campus activities. Promote the image of the Campus. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.

ENQUIRIES

Ms JE Malobola Tel No: (012) 319 5601

APPLICATIONS

All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/> . NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

NOTE

Application must be accompanied by a fully completed New Z83 form and a detailed Curriculum Vitae (CV). Only Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility who have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivered, faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE

26 April 2024

POST 12/44

PROFESSIONAL NURSE GRADE 1 (THEATRE SPECIALTY) REF NO: PHW/PNS/01/2024

Directorate: Nursing Department

SALARY

R431 265 - R497 193 per annum, (plus benefits)

CENTRE

Pretoria West District Hospital

REQUIREMENTS

Basic R425 qualification (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Operating Theatre Nursing Science. Competence: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing legislation and Health Act.

DUTIES : Provision of high-quality nursing care, Pre-Operative and Post operating Nursing Care, Prepare Theatre, Medical Equipment, and consumables according to booked Operations. Ability to liaise with different unit for Preoperative and post-operative patient optimization including pre-operative visits as indicated and post-Operative management. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Display Professionalism and adherence to nursing professional ethics. Must be willing to workday and night shift. Have knowledge of administrative duties including shift leading and relieving the Operational Manager including CSSD of Ideal Hospital Realization Framework. Supervise and ensure the provision of effective and efficient patient care.

ENQUIRIES APPLICATIONS : Ms. TQ Mahlangu Tel No: (012) 380 1212
: All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor. Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

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

CLOSING DATE : 26 April 2024

POST 12/45 : **PROFESSIONAL NURSE (SPECIALTY TRAUMA) REF NO: MRH/2024/10**
Directorate: Nursing

SALARY CENTRE : R431 265 - R645 720 per annum, (plus benefits), OSD
: Mamelodi Regional Hospital

REQUIREMENTS : Grade 12 certificate or equivalent NQF level. A basic R425 qualification (i.e, Diploma/Degree in nursing or equivalent that allows current registration as a Professional Nurse. minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. A post basic qualification with duration of at least 1 year accredited with SANC in terms of Governance Notice No. R 212 in trauma speciality. A minimum of 4 years appropriate recognized experience in nursing after registration as a professional nurse with SANC in general nursing.

DUTIES : Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.

ENQUIRIES APPLICATIONS : Ms. S. Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Ms RM Tloane Tel No: (012) 841 8331, Recruitment Section
Mr MH Hlophe, HR Recruitment Section

NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV .Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents .The Provincial Government of Gauteng is committed to the achievement

and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital

CLOSING DATE

:

03 May 2024

POST 12/46

:

STUDENT COUNSELLOR PND1/PND2 (LECTURER) REF NO: REFS/020322 (X1 POST)

Directorate: Gauteng Colleges of Nursing (GCON)

SALARY

:

PND1: R431 265 - R497 193 per annum, (plus benefits)

PND2: R528 636 - R683 838 per annum, (plus benefits)

CENTRE

:

Chris Hani Baragwanath Campus

REQUIREMENTS

:

Senior Certificate /Grade 12 or equivalent qualification. Basic qualification accredited with South African Nursing Council (SANC) in terms of Government notice R425 i.e. Diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. **PND1:** minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwife. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registration as a Registered Nurse with the SANC in General Nursing and Midwife, at least 10 years of the period must be appropriate experience in nursing education. At least 2 years' experience in Psychiatric environment or Counselling Services. A valid driver's license. Sound communication skills. Computer literacy. Report writing and presentation skills.

DUTIES

:

The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal /social problems. Promotion of general welfare, personal and professional development of learners. Student's advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and Evaluation of student support programmes. Engage in own continuous development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.

ENQUIRIES

:

Ms. B.E Mothebe Tel No: (011) 983 3008 /3121

APPLICATIONS

:

Application must be submitted only online on <http://professionaljobcentre.gpg.gov.za>

NOTE

:

Applicants must submit a fully completed new Z83 (81/971431) and a detailed Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable reference quoted must be line managers and inclusive of valid email addresses and telephone numbers. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE

:

26 April 2024

POST 12/47

:

OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2024/04/06

Directorate: Therapeutic Services

SALARY

:

Grade 1: R359 622 - R408 201 per annum, (plus benefits)

Grade 2: R420 015 - R477 771 per annum, (plus benefits)

Grade 3: R491 676 - R595 251 per annum, (plus benefits)

CENTRE

:

Ekurhuleni Health District

REQUIREMENTS

:

Grade 12 with an appropriate qualification (degree in Occupational Therapy) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) in the relevant profession as an Independent Occupational Therapist with current annual registration with HPCSA. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant

policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license and computer literacy is essential. Experience working in a primary health care (PHC) setting. Must be proactive, innovative and an independent team leader. Knowledge in Performance Management Development System (PMDS).

DUTIES : Provide overall management, supervision, and control of allocated staff in PHC setting to smooth service delivery. Provision of Community Based (CBR) services with the focus on health promotion, prevention and community intervention. Establish a good working relationship with other stakeholders within the District E.g., Mental health, Non-communicable Disease, Integrated School Health Programme, etc. Complete monthly report and stats and other administrative task required for running of the services. Develop and monitor an operational plan for Occupational Therapy services. Implement and contribute to the proper utilization of allocated financial and physical resources. Attend PHC Management meetings, Therapeutic Services meetings, other stakeholder's meetings and forums. Ensure adherence to government policies and protocols. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the therapeutic services unit. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms A.E Tshivhase/ Mr G. Mavimbela Tel No: (011) 876 1776

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 26 April 2024

POST 12/48 : **OCCUPATION AL THERAPIST GRADE 1- GRADE 3 REF NO: EHD2024/04/07**
Directorate: District Specialist Mental Health Team

SALARY : Grade 1: R359 622 – R408 201 per annum, (plus benefits)
Grade 2: R420 015 - R477 771 per annum, (plus benefits)
Grade 3: R491 676 - R595 251 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 with an appropriate qualification (degree in Occupational Therapy) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) in the relevant profession as an Independent Occupational Therapist with current annual registration with HPCSA. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license and computer literacy is essential. Experience working in a primary health care (PHC) setting. Experience in community OT services will be an added advantage. Must be proactive, innovative and an independent team leader. Experience in setting up treatment programmes within a PHC setting. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of PMFA and public service act and regulations. Good communication, interpersonal, IT, human resource, and financial management skills. Ability to work independently and in a multi-disciplinary context. Analytic thinking, independent decision making and problem-solving skills.

DUTIES : Assessment and treatment of community mental health patients. Contribute to the development and implementation of OT programmes in the community. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district. Contribution to the awareness, promotion of mental health, and prevention of mental illness.

ENQUIRIES : Ms B. Moleofane Tel No: (011) 876 1836

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION : Human Resource Manager

NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number

as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 26 April 2024

POST 12/49

: **AUDIOLOGY OR SPEECH- LANGUAGE PATHOLOGIST AND AUDIOLOGIST (SLPA GRADE 1 – GRADE 3 REF NO: EHD2024/04/08)**
Directorate: Therapeutic Services

SALARY

: Grade 1: R359 622 - R408 201 per annum, (plus benefits)
Grade 2: R420 015 - R477 771 per annum, (plus benefits)
Grade 3: R491 676 - R595 251 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 certificate with appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA). HPCSA registration as an independent Practitioner Audiologist/ Speech-Language Pathologist (SLPA) and Audiologist. Current registration with HPCSA. Driver's License is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Audiology/ SLPA services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations.

DUTIES

: Rendering of Speech Therapy Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of ear conditions as per Speech Therapy scope of practice. Issuing of assistive devices (Speech Therapy needs identified). Co-ordinate and ensure the promotion and marketing of Speech Therapy Services in the District. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the PHC and Community set up. Participate in student training and supervision. Participate in research projects of the district . Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.

ENQUIRIES

: Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 1776

APPLICATIONS

: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 26 April 2024

POST 12/50

: **SPEECH THERAPIST OR SPEECH- LANGUAGE PATHOLOGIST AND AUDIOLOGIST (SLPA) REF NO: EHD2024/04/09**
Directorate: Therapeutic Services

SALARY

: Grade 1: R359 622 - R408 201 per annum, (plus benefits)
Grade 2: R420 015 - R477 771 per annum, (plus benefits)
Grade 3: R491 676 - R595 251 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Grade 12 certificate with Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA). HPCSA registration as an independent Practitioner Speech Therapist/ Speech-Language Pathologist and Audiologist (SLPA). Current registration with HPCSA. Driver's License is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Speech Therapist / SLPA services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations.
- DUTIES** : Rendering of Speech Therapy Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of ear conditions as per Speech Therapy scope of practice. Issuing of assistive devices (Speech Therapy needs identified). Co-ordinate and ensure the promotion and marketing of Speech Therapy Services in the District. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the PHC and Community set up. Participate in student training and supervision. Participate in research projects of the district. Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 1776
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 26 April 2024
- POST 12/51** : **DIETICIAN GRADE 1 ONLY REF NO: EHD2024/04/10**
 Directorate: District Specialist Mental Health Team
- SALARY CENTRE REQUIREMENTS** : Grade 1: R359 622 - R408 201 per annum, (plus benefits)
 : Ekurhuleni Health District
 : Grade 12 with four-year degree in Dietetics. Registration with the Health Professional Council of Southern African (HPCSA) as a Dietician Independent Practitioner. **Grade 1:** Less than 10 years relevant experience after registration with HPCSA as a Independent Dietician. Current annual registration with HPCSA as a Dietician. Knowledge in dietetics principles including nutritional assessments and analysis, general nutritional management and nutrition for Mental Health care users. Good communication skills (verbal and written). Computer skills and driver's license is essential. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA.
- DUTIES** : Manage patients in the allocated NGO'S and allocated facilities. Provide technical support and training for the successful implementation of INP. Implement and monitor nutrition related policies, protocols and guideline. Food service management. Formulation of specification for equipment and supplements. Training of food service staff, clinical and non-clinical staff on Nutrition related interventions. Nutrition education, promotion and advocacy. Participate in NGO's assessments audits, verification and adjudications. Monitor all nutrition indicators in the allocated facilities. Monitoring and evaluation of Dietetic and food services and produce quality reports. Assist in the management of resource pertaining to nutrition. Participate in the community nutrition activities and campaigns. Collaborate with relevant programmes, departments and stakeholders for nutrition activities. Execute other tasks/duties delegated by District Nutrition Managers/supervisors.
- ENQUIRIES APPLICATIONS** : Ms B. Moleofane Tel No: (011) 876 1836
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should

register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 26 April 2024
- POST 12/52** : **SPEECH THERAPIST / SPEECH AND AUDIOLOGIST GRADE1/ 2/3 REF NO: CHBAH 815 (X1 POST)**
Directorate: Speech Therapy and Audiology (Paediatric)
- SALARY** : Grade 1: R359 622 - R408 201 per annum, (plus service benefits)
Grade 2: R420 015 - R477 771 per annum, (plus service benefits)
Grade 3: R491 676 - R595 251 per annum, (plus service benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
: Qualification in Speech Therapy or Speech Therapy & Audiology. Completion of Community service. Independent practice registration with HPCSA. Registration with the HPCSA for 2024/2025 For **Grade 1:** 0- 3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16-years' experience and above Skills/Competence/Knowledge: Knowledge and skill in the assessment and intervention of speech, language, communication and dysphagia in children. Preference will be given to those applicants who have experience with neonatal and paediatric dysphagia, experience with children with neurological conditions and autism. Knowledge and skill in early childhood intervention within a family focused approach. Experience with teamwork, planning, organizing and co-ordination. Good communication and collaboration skills. Ability to engage in solution-based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To assess and manage speech, language, communication and feeding difficulties in both the neonatal and paediatric populations. To work with children and their families in facilitating positive developmental outcomes. To comply with all departmental procedures and protocols. To coordinate clinical and non-clinical areas. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work within an MDT approach including attendance and participation in MDT meetings. To improve professional competence by regular self-learning and reflection with the application of current evidence. To attend and participate in scheduled case discussions and meetings. To comply with hospital and departmental quality assurance standards. Maintain professional growth/ethical standards. Management of personal performance and review thereof. Supervision of students and community service therapists.
- ENQUIRIES APPLICATIONS** : Dr. Sadna Balton Tel No: (011) 933 0379
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where

necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 26 April 2024
- POST 12/53** : **DIAGNOSTIC RADIOGRAPHERS GRADE 1-3 REF NO: CHBAH 816 (X3 POSTS)**
Directorate: Radiography
- SALARY** : Grade 1: R359 622 - R408 201 per annum, (plus service benefits)
Grade 2: R420 015 - R477 771 per annum, (plus service benefits)
Grade 3: R491 676 - R595 251 per annum, (plus service benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Completion of Community service in Diagnostic Radiography is necessary. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA for 2024/2025. **For Grade 1:** 0- 3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16-years' experience and above Experience in Digital Radiography, Experience in utilisation of Computerised Radiography System. Experience in Theatre and Ward Radiography. Experience in handling of Trauma patients. Skills/Competence/Knowledge: Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Mr Khumalo Tel No: (011) 933 8434
Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with

an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE

: 26 April 2024

POST 12/54

OCCUPATIONAL THERAPIST REF NO: TDHS/A/2024/36 (X2 POSTS)

Directorate: Therapeutic Services: Rehabilitation Program

SALARY

: R359 622 per annum, plus service benefits

CENTRE

: Tshwane District Health Services

REQUIREMENTS

: Appropriate degree in Occupational Therapy, Current registration with HPCSA. A Valid code 8/10 driver's license (Manual Transmission). Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES

: Render occupational therapy service in the allocated area in the district that complies with the standards and norms of the Gauteng department of Health. Issuing of wheelchairs. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. Complete stats and monthly reports. Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders. Establish good working relationship with other stake holders within the district e.g. Mental Health, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Candidate must be willing to outreach to other clinics within Tshwane District. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES

: Mr Lawrence Shirimane Tel No: (012) 451 9026 / 083 990 4936

APPLICATIONS

: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 26 April 2024

POST 12/55

ORTHOPAEDIC FOOTWEAR TECHNICIAN GRADE 1 REF NO: CHBAH 817 (X2 POSTS)

Directorate: Orthopaedic Workshop

SALARY

: R243 627 per annum, (plus service benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 Certificate. HPCSA registration as an Orthopaedic Footwear Technician (OFT). Skills/Competence/Knowledge: Be able to identify untreated clubfoot. Able to assess and screen Surgical boot needs. Know how to measure for a surgical boot, build-up and cast modification. Have knowledge of insole fabrication, hand lasting and sole build-up. Know general shoe adjustment. Good communication skills.

DUTIES

: Assess, measure and Manufacture Surgical boots/ shoes. Do general shoe adjustment and repairs, Manufacture all insoles. Keep working area clean. Maintain and clean Machinery. Keep records of patient attended.

ENQUIRIES

: Mr. D Machaba Tel No: (011) 933 8816

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.

CLOSING DATE : 26 April 2024

POST 12/56 : **DENTAL ASSISTANT (GRADE 1 ONLY) REF NO: EHD2024/04/11**
Directorate: Oral Health

SALARY : Grade 1: R196 536 - R222 615 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 Certificate or equivalent with Dental Assistant certificate from recognized institutions, registration with HPCSA as a Dental Assistant. Current annual registration with HPCSA. Less than 10 years appropriate experience as a Dental Assistant. A driver's license will be an added advantage. The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry). knowledge of materials and instruments and conducting inventory.

DUTIES : Maintaining of equipment, stock control. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.

ENQUIRIES : Dr S Mbelu Tel No: (011) 876-1775

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 26 April 2024

POST 12/57 : **MEDICAL SPECIALIST (SESSIONAL) REF NO: MRH/2024/05**
Directorate: Surgery (Urology) Department

SALARY : Tariff R585 - R772 per hour, (OSD)

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
: National Senior Certificate and a qualification that allows current registration with HPCSA as a Specialist Urology (FCUROL, SA or MMED-UROL). Excellent communication and interpersonal skills. Ability to work within a multi-disciplinary team.

DUTIES : Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the fields of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping the clinical records. Perform any other duties relevant to the clinical management of patients. Training and teaching: Advice and supervise interns, Community service doctors and medical Officers.

ENQUIRIES APPLICATIONS : Dr. LB Mapeshoane Tel No: (012) 842 0952
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Mr. MH Hlophe Tel No: (012) 841 8329, Recruitment Section
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV .Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment refence check. jobs are not for sale at Mamelodi regional hospital.

CLOSING DATE : 03 May 2024

POST 12/58 : **MEDICAL OFFICER GRADE 1- GRADE 3 (SESSIONAL) REF NO: EHD2024/04/12**
Directorate: Clinical Forensic Medical Services

SALARY : Grade 1 R436.00 per hour, (session)
Grade 2 R498.00 per hour, (session)
Grade 3 R576.00 per hour, (session)

CENTRE REQUIREMENTS : Ekurhuleni Health District
: Grade 12 with medical degree (MBCHB) or equivalent qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as an Independent Medical Officer. Current registration with the HPCSA as a Medical Practitioner. **Grade 1:** Less than 5 years relevant experience as an Independent Medical Officer. **Grade 2:** At least 5 years, but less than 10 years, relevant experience as an Independent Medical Officer, **Grade 3:** 10 years and more relevant experience as an Independent Medical Officer. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication (written and Verbal), A valid Driver's license is essential. Knowledge of Clinical Forensic Medical Services legislations and related legal and ethical practices, good communication, Interpersonal relationship, Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Sound clinical knowledge and experience in the Clinical Forensic Medical Services. Experience and or a Diploma in Clinical Forensic Medical Services will be an advantage. Ability to work with Clinical Forensic Medical Services multidisciplinary team and intersectoral partners relevant to the provision of holistic Clinical Forensic Medical Services. Willingness to manage, train and supervise medical officers at PHC clinics.

DUTIES : To Manage Clients from Clinical Forensic Medical Services: Sexual Assault, Domestic Violence, Child Abuse, Drunk and Driving, Age Estimation, DNA, Examination of patient for placement, Concealment of Birth etc). To work as a Sessional Medical Doctors in any of the CFMS Centres where medical office are needed. To Supervise and coordinate 24 hours Clinical Forensic Medical Services when on call. To Give evidence in court as an Expert Witness for patients seen at the CFMS. To Coordinate Medical Services within Ekurhuleni Clinical Forensic Medical Services. To Coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for health programmes in the district when needed. To Support PHC and clinical training in Ekurhuleni District. To Participate in the CME(CFMS) programme in the District. To Liaise with other stakeholders: SAPS, NPA, Social Development, NGOs, etc.

ENQUIRIES APPLICATIONS : Dr N.B Letanka Tel No: (011) 876 1793 / Mobile: 063 251 8756
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400. No S&T claims and resettlement allowance will be paid.

NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or

before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 April 2024

POST 12/59

: **SESSIONAL ULTRASOUND RADIOGRAPHER REF NO: TDHS/A/2024/37**
Directorate: Radiography Services

SALARY

: R273.00 per hour, for less than 10 years relevant experience
R321.00 per hour, for at least 10 years, but less than 20 years, relevant experience
R379.00 per hour, for 20 years and more relevant experience.

CENTRE REQUIREMENTS

: Tshwane District Health Services
Recognised Bachelors's Degree or National Diploma/B-Tech in Ultrasound Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Ultrasound Radiographer. Registration with HPCSA for as Ultrasound Radiographer. A minimum of 0 to 20 years as an Ultrasound Radiographer/Sonographer. Experience in performing Obstetrics, Gynaecology, Abdominal Ultrasound, general and other ultrasound examinations required. Ability to work independently as part of multidisciplinary team. Be able to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment utilization and trouble shooting. Other Skills / Requirements: Knowledge of Public Service Regulations, policies, Acts and procedures. Thorough knowledge of the PFMA. Computer literacy (MS Word, MS PowerPoint, MS Excel). Ability to work under pressure. Good communication skills (written and verbal). Have effective interpersonal skills, strategic planning, and organizational and time management skills. Compliance with budgeting, Regulated Norms and Standards and Ideal Clinic Realization and Maintenance Framework, Health Information Management, PMDS, Occupational Health and Safety and Infection Prevention and Control principles.

DUTIES

: Preparing the patients for the Ultrasound examinations in Tshwane District Health Services Clinics and Community Health Centers. May assist in District hospitals when the need arises. Selecting the appropriate equipment for the Ultrasound examinations. Performing Ultrasound examinations that yield important diagnostic information. Use Ultrasound machine to view and interpret images for the diagnostic and treatment of medical conditions. Co-ordinate and organize booked workload/running of the department. Must ensure that equipment is adequately maintained and ensure QC tests are performed. Attend to seminars/congresses to keep abreast with advancement in technology and techniques. Participate in Continuous Professional Development. Monitor stock levels in the department/ examination room. Maintain weekly, monthly, and annual patient statistics and waiting times. Promote teamwork and good working relationship amongst staff members and multi-disciplinary team members.

ENQUIRIES APPLICATIONS

: Mr T. Shandukani Tel No: (012) 451 9050 office hours/ 063 408 6734 cell
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 26 April 2024

POST 12/60

: **OPTOMETRIST (SESSION) REF NO: EHD2024/04/13**
Directorate: Therapeutic Services

SALARY

: Grade 1: R237.00 per hour, (per session)
Grade 2: R277.00 per hour, (per session)
Grade: R324.00 per hour, (per session)

CENTRE REQUIREMENTS

: Ekurhuleni Health District
Grade 12 certificate with Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as an Independent Optometrist with Ocular Diagnostic Privilege. HPCSA registration as an independent Practitioner. Current registration with HPCSA. A driver's license is essential. **Grade 1:** Less than 10 years relevant experience after registration with HPCSA as a Independent Optometrist. **Grade 2:** At least 10 years, but less than 20 years, relevant experience after registration with HPCSA as an Independent Optometrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Optometrist.

Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations.

DUTIES

: Rendering of Eyecare Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice. Co-ordinate and ensure the promotion and marketing of Optometry Services in the District. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the Eye care service delivery. Participate in student training and supervision. Participate in research projects of the district. Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.

ENQUIRIES

: Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 -1776

APPLICATIONS

: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400. No S&T claims and resettlement allowance will be paid.

NOTE

: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 April 2024

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.

APPLICATIONS : Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference no. SSC01/2024 or kznjobsnorth@kzndard.gov.za for reference no. NSC01/2024. 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. All applications must be addressed to the Head of Department and for reference no. SSC01/2024 may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. All applications for reference no. NSC01/2024 may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications.

CLOSING DATE : 30 April 2024

NOTE : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use The New Z83 form which is effective From 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 12/61 : **AGRICULTURAL ADVISOR (X4 POSTS)**
(3-Year Contract)

SALARY CENTRE : R359 517 per annum (Level 08)
: **Ref No: SSC01/2024:** Ugu District (X1 Post), Harry Gwala District (X1 Post)
: **Ref No: NSC01/2024:** King Cetshwayo District (X1 Post), Umkhanyakude District (X1 Post)

REQUIREMENTS : An NQF level 08 qualification in Agriculture, registration with SACNASP, or submit proof of the application thereof, and a valid driver's license. Knowledge: Extension methodology, RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery Frameworks and Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team work, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, social facilitation and conflict management, scientific/technical verbal and written communication and scientific/technical reports/papers/articles.

DUTIES : Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on agricultural projects (such as CASP, LRAD, etc). Promote sustainable production of agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions.

ENQUIRIES : Mr NL Ntshangase Tel No: (033) 355 9546

DEPARTMENT OF HEALTH

MANAGEMENT ECHELON

POST 12/62

: **DISTRICT DIRECTOR REF NO: G38/2024**
Cluster: District Health Services

SALARY
CENTRE
REQUIREMENTS

: R1 162 200 per annum (Level 13), (an all-inclusive SMS salary package)
: King Cetshwayo Health District Office
: An undergraduate qualification (NQF level 7) in Clinical Health Science. Current registration with the relevant health professional body. A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care or District Health System. Exposure/experience in a clinical programmes and hospital management environment including EMS and FPS. Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/master's in business management. Project Management. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office: will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within King Cetshwayo (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to – ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District, provide strategic direction to Institutions, mediate processes for the allocation of resources to Institutions, build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for a, Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralized. management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the district. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the district, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the district, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for King Cetshwayo Health District. Please note that the CEO will also be responsible for all Health Services within the catchment are including PHC Clinics and Outreach Services. Accelerate implementation of PHC re-engineering Provide oversight for reduction and management of the burden of disease for better health outcomes Accelerate implementation of PHC re-engineering. Achieve universal health coverage, access to quality health care and safe, effective, quality essential medicines and vaccines for all KZN citizens. Facilitate compliance to the legislative prescripts including AG, norms and standards, Ideal Hospital framework and Ideal Clinic realisation and maintenance.

ENQUIRIES
APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "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. 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."

FOR ATTENTION
NOTE

: Miss N.S Buthlezi Tel No: (033) 395 2465
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not

be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.

CLOSING DATE : 26 April 2024

OTHER POSTS

POST 12/63 : **MEDICAL MANAGER: MEDICAL SERVICES (NON-CLINICAL) REF NO: G45/2024**
Cluster: District Health Services

SALARY : R1 288 095 per annum, an all-inclusive OSD salary package
CENTRE : Dannhauser Community Health Centre
REQUIREMENTS : MBCHB qualification; Plus, Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Plus a minimum of five (5) years' experience in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving license (Code 08). Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager and will be responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Manage the day - to - day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide strategic leadership in the delivery of integrated DHS based on relevant policy imperatives, this includes feeder clinics and outreach programmes. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard). Accelerate implementation of PHC re- engineering. Provide oversight for reduction and management of the burden of diseases for better health outcomes.

ENQUIRIES : Mr J Mndebele Tel No: (033) 395 3274
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 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr. A Memela
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or

disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE

: 26 April 2024

POST 12/64

: **MEDICAL SPECIALIST REF NO: S01/2024**

(Sub-Specialty Training: Pulmonology)

SALARY

: R1 214 805 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN)

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent; Plus current registration for Independent Practice as a Medical Specialist with the Health Professions Council of South Africa, Valid driver's license. Preference will be given to candidates with at least two (2) years' experience as a specialist. Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor.

ENQUIRIES

: Department Of Health HR Enquiries: Mrs R Erasmus Tel No: (033) 395 2742/2669
Discipline Enquiries: Dr F. Khan Tel No: (031) 240 1376

APPLICATIONS

: Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses Samkelisiwe.Bhengu@kznhealth.gov.za and Headoffice.Jobapplication@kznhealth.gov.za

NOTE

: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. The duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED, at own expense. All Registrars will be required to sign a contract which includes training and service responsibilities. Registrars will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Registrar post will be dependent upon proof of successful completion of the required examinations. The interview process will also consist of technical and practical aspects as well as an Ethical Assessment. In addition to interview performance, candidates for each Discipline will be scored as per a Discipline-specific Selection Criteria considering weighted advantages in categories such as additional qualifications, work experience, preference for candidates with at least one-year experience in a rural/peripheral setting (post Community Service), research experience including completion of research methodology courses/modules and development of protocols,

additional notable achievements. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za and Application for a Registrar post checklist which is obtainable from the website. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. REG.21/2024. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. Where a fully completed 'Application for a Registrar post checklist' is not fully completed or not attached, this may lead to disqualification. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. 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). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. 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

: 26 April 2024

POST 12/65

: **CHIEF EXECUTIVE OFFICER: ST. APOLLINARIS HOSPITAL REF NO: G39/2024**
Cluster: District Health Services

SALARY

: R958 824 per annum (Level 12), (an all-inclusive MMS salary package)

CENTRE

: Mahatma Gandhi Memorial Hospital

REQUIREMENTS

: A degree/advanced diploma in a health-related field, registration with relevant professional council; A degree/diploma in health management or a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Please note that the CEO will also be responsible for all Health Services within the catchment area including PHC Clinics and Outreach Services
Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose: To plan, direct, co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the Hospital within the legal and regulatory framework, to represent the Hospital authoritatively at Provincial and Public Forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, National, Provincial, Regional and District plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety Committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of

patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Accelerate implementation of PHC re – engineering Provide overnight for reduction and management of the burden of disease for better health outcomes Achieve universal health coverage, access to quality essential medicines and vaccines for all KZN citizens.

**ENQUIRIES
APPLICATIONS**

: Mr J Mndebele Tel No: (033) 395 3274
: 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. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "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. 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."

**FOR ATTENTION
NOTE**

: Miss NS Buthelezi Tel No: (033) 395 2896
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.

CLOSING DATE

: 26 April 2024

POST 12/66

: **CHIEF EXECUTIVE OFFICER: UMZIMKHULU PSYCHIATRIC HOSPITAL REF NO: G44/2024**
Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive MMS salary package)
: UMzikhulu Psychiatric Hospital
: A Degree/Advanced Diploma in a Health-related field, registration with relevant Professional Council; Plus, A Degree/Diploma in Health Management or a Degree/Advanced Diploma in a Management field. Plus At least 5 (five) years Management experience in the Health sector. Experience as a health service manager or significant experience in Management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose to plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that

will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mrs RT Dube Tel No: (033) 940 2499
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Mr. A Memela
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE

: 26 April 2024

POST 12/67

: **CHIEF EXECUTIVE OFFICER REF NO: G47/2024**
 Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive MMs salary package)
 : Church of Scotland Hospital
 : Matric Certificate (Grade 12), A Degree/Advanced Diploma in a health-related field, registration with relevant professional council; Plus A degree/diploma in health management OR Degree/Advanced in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. It should be noted that the CEO will be responsible for the whole catchment area including PHC facilities and outreach teams.

DUTIES

: Job Purpose: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is

in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes. Accelerate implementation of PHC reengineering. Provide oversight for reduction and management of the burden of disease for better health outcomes. Achieve universal coverage, access to quality essential medicines and vaccines for all KZN Citizens.

**ENQUIRIES
APPLICATIONS**

: Mr J Mndebele Tel No: (033) 395 3274
 : 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
 : Miss L Mthlana

**FOR ATTENTION
NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

CLOSING DATE

: 26 April 2024

POST 12/68

: **CHIEF EXECUTIVE OFFICER REF NO: G40/2024**
 Cluster: District Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive MMS salary package)
 : Mahatma Gandhi Memorial Hospital
 : A degree/advanced diploma in a health related field, registration with relevant professional council; A degree/diploma in health management or a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Please note that the CEO will also be responsible for all Health Services within the catchment area including PHC Clinics and Outreach Services
 Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. Progress Competencies: Service

delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose: To plan, direct, co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the Hospital within the legal and regulatory framework, to represent the Hospital authoritatively at Provincial and Public Forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, National, Provincial, Regional and District plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety Committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Accelerate implementation of PHC re-engineering Provide overnight for reduction and management of the burden of disease for better health outcomes Achieve universal health courage, access to quality essential medicines and vaccines for all KZN citizens.

ENQUIRIES APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
: 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. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details." 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. 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."

FOR ATTENTION NOTE

: Miss NS Buthelezi Tel No: (033) 395 2896
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.

CLOSING DATE

: 26 April 2024

POST 12/69

: **MEDICAL & DENTAL REGISTRAR**

SALARY

: R906 540 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN):
Discipline: Forensic Medicine REG.20/2024
General Surgery REG.21/2024
Internal Medicine REG.22/2024

Paediatrics & Child Health REG.23/2024

Radiology REG.24/2024

Dental (Maxillofacial & Oral Surgery) REG:25/2024

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent (Medical) / Tertiary qualification BCHD/BDS or equivalent (Dental); Plus current registration for Independent Practice with the Health Professions Council of South Africa, Twelve (12) months post Community Service experience as a Medical Officer, Valid driver's license and relevant Discipline Specific Minimum requirements below: (depending on the Discipline / Dentistry) Forensic Medicine: Nil General Surgery: 12 months experience in the Discipline (including Casualty or other surgical disciplines i.e. ENT, Urology, Orthopaedics) and Primary exam and ATLS. Internal Medicine: 12 months experience in the Discipline and FCP Part I and Experience in a rural area or peripheral setting post community service. Radiology: 6 Months experience as a medical officer in discipline and FC Rad Diag SA Part 1 exams Paediatrics & Child Health: 6 months experience in the Discipline in a regional hospital and FC Paeds Part I OR Diploma in Child Health. Dental: A minimum of five (5) years in clinical practice. A minimum of 6 months proof of work experience in a Maxillofacial unit or clinical activities related to maxillofacial and oral surgery. Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor. Department reserves the right not to fill these post (s).

ENQUIRIES

: Department of Health HR Enquiries: Mrs R Erasmus Tel No: (033) 395 2742/3347/2669
: Discipline Forensic Medicine Dr S. Mfodzi Tel No: (031) 260-2580
General Surgery Dr B. Phakathi Tel No: (031) 260-4271
Internal Medicine Prof N. Magula Tel No: (031) 260-4242
Paediatrics & Child Health Prof R. Masekela Tel No: (031) 260-4348
Radiology Dr N. Dlamini Tel No: (031) 260-4425
Dental (Maxillofacial & Oral Surgery) Dr. N. Daki Tel No: (033) 395-2332

APPLICATIONS

: Interested applicants can visit the following website at for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses Samkelisiwe.Bhengu@kznhealth.gov.za And Headoffice.Jobapplication@kznhealth.gov.za Applications: All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower

FOR ATTENTION NOTE

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/3347/2669
: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. The duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED, at own expense. All Registrars will be required to sign a contract which includes training and service responsibilities. Registrars will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Registrar post will be dependent upon proof of successful completion of the required examinations. The interview process will also consist of technical and practical aspects as well as an Ethical Assessment. In addition to interview performance, candidates for each Discipline will be scored as per a Discipline-specific Selection Criteria considering weighted advantages in categories such as additional qualifications, work experience, preference for candidates with at least one-year experience in a rural/peripheral setting (post Community Service), research experience including completion of research methodology courses/modules and development of protocols, additional notable achievements. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za AND Application for a Registrar post checklist which is obtainable from the website. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. REG.21/2024. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. Where a fully completed 'Application for a Registrar post checklist' is not fully completed or not attached, this may lead to disqualification. Applicants are

discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. 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). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. 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** : 26 April 2024
- POST 12/70** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO. OTH CHC 02/2024 (X1 POST)**
- SALARY** : Grade 1: R683 838 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Homeowner's allowance (employee must meet prescribed Requirements), 12% Rural Allowance
- CENTRE** : Othobothini Community Health Centre
- REQUIREMENTS** : Matric / Grade 12 Diploma/ Degree in Nursing or Equivalent Qualification that allows registration with SANC as a Professional Nurse and Midwife. A post basic nursing qualification, with at least 1 year in Advanced Midwifery and Neonatal Care accredited with SANC. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/ recognizable experience in Advanced Midwifery and Neonatal Care after obtaining a 1 year post basic qualification in the specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Valid driver's license. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services .In-depth knowledge of Maternity and Neonatal protocols, policies and guidelines,Ensure clinical nursing practice by the nursing team in accordance with scope of practice and nursing standards, basic understanding and knowledge of HR and Finance policies, good report writing and facilitation skills, good communication skills both verbal and written, conflict management skills, good interpersonal and team building skills, demonstrate basic computer literacy as a support tool to enhance service delivery.
- DUTIES** : Manage, facilitate and co-ordinate provision of comprehensive package of service at Maternity and Paediatric Unit in conjunction with team members, within professional and legal framework. Implement and co-ordinate Maternal and Child Care Services in facility and attached clinics Implement standard practices criteria and indicators for quality Maternal and Child Care; maintaining professional growth and ethical standards; participate in training and research. Ensure that complete and accurate nursing record for individual health users are created and maintained. Facilitate and conduct monthly perinatal mortality meetings. Maintain constructive working relationships with all stake holders including multi-disciplinary team and ensure inter-sectorial collaboration Develop and implement plan to improve the quality of Maternal and Child Care. Deal with disciplinary and grievance matters including monitoring and managing absenteeism, and EPMDS Manage, coordinate and supervise the provision of nursing care services in the maternity unit and ensure proper record keeping Ensure effective implementation of the ANC, Intra-partum and PNC policies. Ensure effective utilization of all resources i.e. HR, assets, and consumables in the department. Coordinate the management of diseases within the component and ensure that the Departmental strategic plan is achieved. Display concern for patients, promoting and advocating proper treatment and care including awareness and outreach programme; display willingness to respond to patient needs. Assist and facilitate development of Operational Plan, monitor the implementation thereof and submit progress reports; compile and submit statistics. Participate in clinical audits and ensure implementation of the quality improvement plans supported by strong work ethics Co-ordinate special projects and health promotion in line with the program goals of health calendar; supporting and conducting clinic visits. Provide relief services within the team and provide after hour coverage and work shift as required.
- ENQUIRIES** : Mr. S.R. Dlamini Tel No: (035) 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za and Curriculum Vitae (CV). Applicants are not required to submit a certificate of service /proof of work experience endorsed by HR Copies of ID, Std 10 certificate, educational qualifications, certificate of service

/ proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE

: 30 April 2024

POST 12/71

: **ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION) REF NO: THH 04/2024**

Directorate: Nursing

SALARY

: R627 474 – R693 645 per annum. Plus 13th Cheque, Medical Aid (Optional), Housing Allowance, etc. (employee must meet the prescribed requirements)

CENTRE

: Pietermaritzburg (Town hill Hospital)

REQUIREMENTS

: Senior certificate or equivalent, Degree / Diploma in Nursing. A minimum of eight (8) appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate / recognizable experience at a management level. Code B driver's license. Only shortlisted candidates will submit proof of previous or current experience. Knowledge, Skills and Competencies Required. Knowledge of legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organizing and co-ordination skills. Knowledge of Data Management and M&E principles. Decision making skills. Ability to compile concise reports.

DUTIES

: Administer an evidence/ results – based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & Control policy guidelines. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Co-ordinate functions of HIT (Health Information Team). Ensure information of births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and governance structure. Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems are in place for use during inspection and auditing to provide evidence of findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards. Participate and lead formulation of hospital strategic plan and Operational plan as one of Key Performance areas. Quarterly and annual review of Strategic plan and Operational Plan.

ENQUIRIES

: Mr. N.R. Hadebe Tel No: (033) 341 5645

APPLICATIONS

: Applications should be sent by post to: Ass. Dir: HRM, Town Hill Hospital, PO Box 400, Pietermaritzburg, 3200.

FOR ATTENTION

: Mr E.S. Mgwaba

NOTE

: Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only. (Previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African

Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note: Due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 26 April 2024
- POST 12/72** : **OPERATIONAL MANAGER (PHC) (X2 POSTS)**
- SALARY** : R627 474 - R703 752 per annum. Other benefits: 13th Cheque (Service Bonus), Plus 12 % Rural Allowance Medical aid: Optional Housing allowance (employee must meet prescribed requirements)
- CENTRE** : KwaNdaba Ref No: MAN03/2024
Amazama Ref No: MAN05/2024
- REQUIREMENTS** : Senior Certificate/Grade 12 Diploma/Degree in General nursing plus one year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/ recognisable experience after obtaining the one year post basic qualification in primary Health Care. Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining nursing care Computer skills and basic programmes.
- DUTIES** : Provision of quality comprehensive community health care Provision of administrative services, plan and organise clinics, complete statistics. Ensure the ordering and control of stationery, medical class 11 stock consumables Ensure ordering and control of medication as necessary, and safe keeping. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees Financial planning and indirect control of expenditure Provision of educational services Clinical teaching, training and continuous evaluation of students, teaching patients on an one-to-one basis Personnel development assessing in-service training needs planning and implementing of training programme Provision of clinical services ensure evaluation and follow up of patients during clinic visits Initiate treatment, implementation of programmes and evaluation of patient's clinical conditions Promoting scientific quality nursing care Administrative and control medication Individual consultation sessions Identify community needs Coordinate between hospital and community Maintaining professional secrecy and preventing medico legal risks Usage of basic medical equipment and safe keeping of equipment Assist in original and departmental projects
- ENQUIRIES** : Hr Manager Tel No: (035) 592 0150
- APPLICATIONS** : Should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM, Manguzi District Hospital, Private Bag X301, KwaNgwanase, 3973.
- NOTE** : Directions to candidates: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). 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 document/information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security Clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will results to your application being disqualified. We welcome applications from persons with disabilities. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 26 April 2024

POST 12/73 : **OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH 11/2024 (X1 POST)**
Component: Outpatient Services

SALARY : R497 193 – R559 686 per annum. Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2024) Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation Computer literacy Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

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

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

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

- CLOSING DATE** : 26 April 2024
- POST 12/74** : **CLINICAL NURSE PRACTITIONER: OUTREACH SERVICES (OTL) REF NO: CBH05/ 2024 (X1 POST)**
Component: Gingindlovu Clinic
- SALARY** : Grade1: R431 265 –R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque, 8% Rural Allowance
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. Driving license. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one year qualification in PHC. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related Acts. Leadership, organizational, decision making and problem-solving skills. Good communication and interpersonal skills. Financial management skills. Patient's Right's Charter and Batho Pele Principles, Professionalism etc. Ideal clinic Realization and NCS Standards. Team building and supervisory skills.
- DUTIES** : Manage outreach services including Phila Mntwana Centres, CCMDD, defaulter tracing, home visits monitoring home treatments, ensure representation of the clinic in OSS meetings and work as a team with other outreach services teams. Organize and run health campaigns in the community. Provide educational services i.e. teaching of patients, public and staff training and continuous in service training. Provide clinical services, Assessment and examination of patients, consultation and treatment initiation, Monitor and evaluate clients on treatment and do follow ups, Work with multidisciplinary team. Monitor and control equipment, pharmaceuticals and other resources. Participate in the monitoring and evaluation of care and provide daily, weekly and monthly reports.
- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8407
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMLalazi Municipality Ward15, Amatikulu, 3801. email: samkelisiwe.ntuli@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which may be submitted to HR on or before the day of an interview. It is applicants' responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 April 2024
- POST 12/75** : **CLINICAL NURSE PRACTITIONER (X3 POSTS)**
- SALARY** : R431 265 - R497 193 per annum. Other Benefits: 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Homeowner allowance (employee must meet prescribed requirement)
- CENTRE** : Kwandaba clinic Ref No: man01/2024
Mshudu clinic Ref No: man02/2024
Zamazama clinic Ref No: man04/2024
- REQUIREMENTS** : Senior Certificate/Grade 12 Diploma/Degree in General nursing /Midwifery plus 1year post basic qualification in Primary Health Care. Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing Current registration with South African Nursing Council as General Nurse Midwife and Primary Health Care Nurse (2024). Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing Legislation and related Ethical Nursing Practices. Demonstrate a basic understanding of H.R and Financial Policies and Practices. Good communication skills and ability to function well within a team. Good interpersonal skills, good negotiation skills and problem-solving skills.

- DUTIES** : Perform a clinical Nursing practice in accordance with the scope of practice and nursing standards as determined for Primary Health Care Facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multidisciplinary team to ensure good nursing care at Primary Health Care level. Demonstrate effective communication with patients, supervisors and other clinicians. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Implantation of the National Core Standards and 6 Key priorities Incumbent will be expected to work 12 hours on week days, 8 hours on weekends and public holidays.
- ENQUIRIES APPLICATIONS** : HR Manager Tel No: (035) 592 0150
- NOTE** : Applications should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM, Manguzi District Hospital, Private Bag X301, KwaNgwanase.
- NOTE** : Directions to candidates: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). 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 document/information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security Clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. We welcome applications from persons with disabilities. Due to financial constraints S&T claims will not be considered.
- CLOSING DATE** : 26 April 2024
- POST 12/76** : **CLINICAL NURSE PRACTITIONER REF NO: CBH06/ 2024 (X1 POST)**
Component: Mvutshini Clinic
- SALARY** : Grade1: R431 265 –R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque, 8% Rural Allowance
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one-year qualification in PHC. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Right Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem-solving skills. Basic financial management.
- DUTIES** : Initiate, provide, and ensure that priority programs are functional and accessible. Provide administration services such as accurate statistics and office administration, monthly reports and statistics. Ensure proper control and effective and efficient resource utilization. Assess, examine, prescribe and dispense medication according to the guidelines, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/ client needs. Ensure provision of full PHC package. Participate in ensuring that the clinic maintains acceptable nursing service standards.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8407
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801. Email: samkelisiwe.ntuli@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which may be submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to

candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE

:

26 April 2024

POST 12/77

:

CLINICAL NURSE PRACTITIONER REF NO: CBH07/ 2024 (X2 POSTS)

Component: Gingindlovu Clinic

SALARY

:

Grade1: R431 265 –R497 193 per annum

Grade 2: R528 696 – R645 720 per annum

Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque, 8% Rural Allowance

CENTRE

:

Catherine Booth Hospital

REQUIREMENTS

:

Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. **Grade 2** a minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one-year qualification in PHC. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Right Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem-solving skills. Basic financial management.

DUTIES

:

Initiate, provide, and ensure that priority programs are functional and accessible. Provide administration services such as accurate statistics and office administration, monthly reports and statistics. Ensure proper control and effective and efficient resource utilization. Assess, examine, prescribe and dispense medication according to the guidelines, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/ client needs. Ensure provision of full PHC package. Participate in ensuring that the clinic maintains acceptable nursing service standards.

ENQUIRIES

:

Mrs. P.Z. Mbonambi Tel No: (035) 474 8407

APPLICATIONS

:

All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801. Email: samkelisiwe.ntuli@kznhealth.gov.za

NOTE

:

The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which may be submitted to HR on or before the day of an interview. It is applicants' responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE

:

26 April 2024

POST 12/78

:

CLINICAL NURSE PRACTITIONER (SCHOOL HEALTH SERVICES) REF NO: CBH08/ 2024 (X1 POST)

Component: Mvutshini Clinic

SALARY

:

Grade1: R431 265 –R497 193 per annum

Grade 2: R528 696 – R645 720 per annum

Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque 8% Rural Allowance

CENTRE

:

Catherine Booth Hospital

REQUIREMENTS

:

Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. Driving license. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one year qualification in PHC. Knowledge of SANC rules and regulation. Decision making and problem-solving skills. Good communication and interpersonal skills. Basic Financial management skills. Patient's Right's Charter and Batho Pele Principles.

- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, creative and rehabilitative services for the clients and communities. Demonstrate effective communication with learners, school principals and other stakeholders. Implement ISHP. Provide health education and continuous assessment of learners. Provide clinical services in school guided by DOH policies by identifying school program needs, schedule learner assessment guided by school time table, conduct campaign and immunization as per DOH guidelines. Manage all resources i.e. human, material and equipment. Ensure quality service is provided.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8407
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801. Email: samkelisiwe.ntuli@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which may be submitted to HR on or before the day of an interview. It is applicants' responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 April 2024
- POST 12/79** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL WITH MIDWIFERY) REF NO: PMMH 12/2024 (X7 POSTS)**
Component: Admission, Antenatal & Labour Ward
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R521 172 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2024) Experience **Grade 1:** None Experience **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.
- FOR ATTENTION NOTE** : Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from

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

CLOSING DATE

: 26 April 2024

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS

: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. 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 online and directly to the email addresses indicated above in respect of the different centres where the posts exist.

FOR ATTENTION
CLOSING DATE
NOTE

: Mrs ZJ Hlongwane
: 03 May 2024

: Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. 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 Centers (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the

Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

<u>POST 12/80</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HO/CD/CS/2024</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate and recognised NQF level 7 qualification plus 5 years relevant experience at a senior managerial level in a corporate support services environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate submitted prior to appointment.
<u>DUTIES</u>	:	Oversee the management of Strategic Management and planning, monitoring and evaluations. Oversee the management and the provisioning of legal services and communication services. Manage Human Resource Management. Manage Information Communication and Technology and Organisational Development and efficiency services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate. Recommendation: Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.
<u>ENQUIRIES NOTE</u>	:	Mr SP Majola (Head of Department Tel No: (033) 355 5562 NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

OTHER POSTS

<u>POST 12/81</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 REF NO: LAO/LS/032024 (X1 POST)</u>
<u>SALARY</u>	:	MR3: R293 847 - R333 666 per annum MR4: R351 618 - R397 323 per annum MR5: R420 642 - R596 127 per annum Dependant on number of years of post qualification relevant experience (as per the provisions contained within the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel in the Public Service
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. MR3 At least 2 years' appropriate post-qualification legal experience and MR4 At least 5 years' appropriate post-qualification legal experience and MR5 At least 8 years' appropriate post-qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy in Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence.
<u>DUTIES</u>	:	Interpret, draft and edit a wide variety of legal documents such as a contract, guarantees etc. in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well –researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department. Assist with the development of Departmental policies. Recommendation: Good written and verbal communication skills, analytical and problem –solving skills, interpersonal skills & time-management skills.
<u>ENQUIRIES NOTE</u>	:	Ms A Khan Tel No: (033) 355 5666 NB: Short-listed candidates may be subject to a competency test, which will determine further shortlisting for the interview process. Requests for higher salary positions above the minimum notches indicated above may be considered and reviewed based on appropriate post qualification experience contained within the provisions of the OSD.

<u>POST 12/82</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: PA/CD/CS/HO/2024</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg Grade 12, plus a one-year Secretarial Diploma/ Certificate, or any other equivalent and appropriate one year qualification plus at least years' appropriate experience, or a three year National Diploma or Bachelor's Degree plus at least three years appropriate experience and

proven computer literacy in the following packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's license.

DUTIES

: Provide a secretarial support service to Chief Director: Corporate Services. Render administrative support services. Provide support to the Chief Director regarding meetings. Support the Chief Director with administration of Chief Director budget. Studies the relevant Public Service and Departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Recommendations: Candidate must display following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational skills, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of relevant legislation/ policies/ prescripts and procedures. Candidates must also be able to manage confidential documents and information.

ENQUIRIES

: Mr GB Sithole Tel No: (033) 355 4201

NOTE

: NB: Candidates may be subjected to a computer assessment to determine computer literacy.

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

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

CLOSING DATE : 26 April 2024

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

OTHER POSTS

POST 12/83 : **HEAD OF UNIT: PSYCHIATRIST REF NO: NCDOH 51/2024 (X1 POST)**

SALARY : R1 887 363 per annum

CENTRE : Northern Cape Mental Health Hospital

REQUIREMENTS : Master of Medicine (MMed) Degree in Psychiatry or Qualification as a psychiatrist with the Colleges of Medicine (FC Psych); Current registration with the HPCSA; experience in community mental health context. A minimum of 3 years completed appropriate experience as a specialist psychiatrist after registration with HPCSA is mandatory. It will be an advantage to show ability to perform research (qualitative and quantitative); managerial experience would be an advantage, Leadership qualities, ability to work independently and in a team, Computer literacy (MS Word, Excel and PowerPoint, A Valid driver's license.

DUTIES : To head the District Specialist Mental Health Team and be part of the District Management Team (DMT) Conduct a situational analysis of mental health in the district which includes Population Profile, Map and report of public, nonhealth government, private, mental health related PBOs, and traditional health services, Status of Information Technology in the District, Budget plan. Based on the situational analysis report, develop an action plan towards improvement in mental health coverage and mental health process of care and care outcomes including Primary Health care services, Community Psychiatry district allied health workers and CHWs. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies, ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Including Suicide and Substance use disorders prevention. M&E through appropriate tools and indicators. Implementation of the operational plan. Inter-sectoral and inter-disciplinary collaboration and coordination. Monitoring and evaluation through quality assessments and tools. Develop research and translate into improved services.

ENQUIRIES : Dr D.G. Theys Tel No: (053) 8302 100

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 21/84 : **MEDICAL SPECIALIST (PSYCHIATRY) REF NO: NCDOH 52/2024 (X2 POSTS)**

SALARY : Grade 1: R1 214 805 per annum, (TCE)
Grade 2: R1 386 069 per annum, (TCE)
Grade 3: R1 605 330 per annum, (TCE)

CENTRE : Northern Cape Mental Hospital

- REQUIREMENTS** : MBBCh / MBChB plus FC Psychiatry or MMed (Psychiatry) that allows registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Experience: **Grade 1:** No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA).
- DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
- ENQUIRIES APPLICATIONS** : Dr D.G. Theys Tel No: (053) 8302 100
Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
- POST 12/85** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: NCDOH 54/2024 (X1 POST)**
- SALARY** : R1 146 540 per annum, (salary will be based on years of experience post registration as a Professional Construction Manager)
- CENTRE REQUIREMENTS** : Provincial Office, Kimberley
An Honors Degree/ BTech in the Built Environment with a minimum of six (6) year's post qualification experience in construction project management. Registered as a Professional Project Manager with SACPCMP is compulsory. A valid Driver's Licence. Knowledge of programme and project management. Problem solving and analysis skills, Conflict management skills and computer literacy.
- DUTIES** : To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assists prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s.
- ENQUIRIES APPLICATIONS** : Mr P Riet Tel No: (053) 8302 1177
Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
- POST 12/86** : **PRINCIPAL PSYCHOLOGIST (MENTAL HEALTH) REF NO: NCDOH 53/2024 (X1 POST)**
- SALARY** : Grade 1: R1 127 631 per annum, (TCE package)
- CENTRE REQUIREMENTS** : Northern Cape Mental Hospital
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professional Council as a Clinical Psychologist (Independent Practice). Experience: A minimum of 3 years of appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa (HPCSA). Ability to travel within the Cape metropole and surrounds. Excellent managerial, administrative, and leadership skills. Highly developed communication, interpersonal, analytical, and reflexive capacities. Extensive appropriate post-registration experience of clinical service delivery and management of psychology services. Knowledge and expertise in mental health service delivery including direct clinical care, supervision of others, and management of teams. Training and supervision of interns and clinical psychologists. Design and conduct of research, including evidence of post-graduate supervision.
- DUTIES** : Strategic and operational management of the psychological services at the Specialised Mental Health Hospital. Effective Human Resource Management of clinical psychologists and interns at NCMHH. Provide comprehensive psychological treatment of mental health care users with complex clinical conditions. Ensure appropriate training of intern psychologists in line with HPCSA guidelines. Research, teaching, administrative, and social responsiveness to mental health, communities and other stakeholders.
- ENQUIRIES APPLICATIONS** : Dr AJ Malgas Head of Psychology Northern Cape Mental Health Hospital at 081 714 7204
Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

<u>POST 12/87</u>	:	<u>EMERGENCY MEDICAL SERVICE OPERATIONAL MANAGER REF NO: NCDOH 55/2024</u>
<u>SALARY</u>	:	R961 614 per annum, (TCE Package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Successful completion of the following courses or one of the following qualifications that allows registration with the HPCSA as Paramedic Critical Care Assistant (CCA) program or Recognized National Diploma in Emergency Medical Care. Successful completion of the following courses or one of the following qualifications that allows registration with the HPCSA as Emergency Care Practitioner or Recognized B-Tech degree in Emergency Medical Care. Registration with the HPCSA as Paramedic or Emergency Care Practitioner (ECP). A valid driver's licence. Good organizing skills, ability to perform routine tasks, ability to operate a computer and interpersonal skills. Experience: 3 years' experience after registration with the HPCSA as Paramedic or Emergency Care Practitioner.
<u>DUTIES</u>	:	Effective and Efficient operational management of Emergency Medical Services. Effective, efficient and sustainable financial resource planning and control. Policy implementation. Effective, efficient and sustainable human resource management and planning. Functions as an on-line supervisor, monitoring district operations to ensure the delivery of quality and cost-effective service. This would include but not be limited to appropriate vehicle utilization and efficient in-service times for crews. Monitor operations to ensure that all Districts comply with EMS Regulations, policies and procedures. Assures that all Districts are compliant with licensing and certification requirements both clinical and non-clinical. Regularly oversees vehicle stocking to ensure they meet or exceed state requirements in regards to maintenance, equipment, supplies and cleanliness. Conducts oversight on Incidents Reports and Accident Reports as required. Coordinates and oversee the EMS procurement process. Implements EMS program goals and objectives. Oversees administration of the EMS inter local Agreement with different Stakeholders. Monitor expenditure and forecasting funds on the EMS annual budget. Investigates complaints. Oversees emergency vehicles, equipment and supplies inspections for compliance. Ensure compliance with EMS Regulations, ordinances, and regulations. Interact regularly with involved jurisdictions, boards, committees, councils and the communication/dispatch centre to identify and resolve problems and seek appropriate creative solutions. Administers the statistical analyses of response time data to evaluate system effectiveness. Prepare oral and written reports. Coordinate communications on audit reports. Participates in evaluating and analysing quality assurance programs for pre-hospital medical care; attend quality assurance meetings; evaluate data and make recommendations. Recommends, develops and implements program and policy changes relating to EMS. Assist, represent and advise the Director on issues related to EMS. Application of Emergency Medical Services knowledge and expertise in program oversight including broad knowledge of up-to date trends, technology, regulations and laws. Develops and presents related reports and proposals to the CRESA administration board, Emergency Medical Services administration board, management team, user agencies, vendors and other interested stakeholders. Represents EMS and/or division at meetings; serves on committees as requested. Provides information and assistance to other departments, outside agencies, and public on assigned functions. Performs related duties as assigned.
<u>ENQUIRIES</u>	:	Mr M Ntintelo Tel No: (053) 831 2884
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 12/88</u>	:	<u>DEPUTY MANAGER NURSING, SPECIALTY NURSING PROGRAMMES REF NO: 56/2024 (X1 POST)</u>
<u>SALARY</u>	:	R930 747 per annum, (TCE Package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A basic R425 qualification diploma/degree that allows registration with SANC as a Professional Nurse. A postgraduate nursing qualification in health/nursing service management, with a minimum duration of at least 1 year, accredited with SANC according to SANC standards. A postgraduate qualification in one of the registered specialties of nursing with a minimum duration of at least 1 year, accredited with SANC as follows: Orthopaedics, Paediatrics, Neonatology, Critical care, Theatre technology, Oncology, Nephrology, Advanced Midwifery, Primary Clinical care, Traumatology according to SANC standards. A Nursing Education qualification would be an added advantage. A Valid Driver's Licence is required. Experience: A minimum of 9 years' appropriate/recognisable, experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at managerial level.
<u>DUTIES</u>	:	Provide Guidance and Leadership towards the realization of strategic goals and objectives of the Nursing Directorate and Department. Provide Professional, technical and management support for the provision of quality patient care through proper management of nursing programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery and reducing medico-legal risks. Establish, maintain, and participate in inter-professional and multidisciplinary

teamwork that promotes efficient and effective health care. Manage the specialist nursing department at the directorate. Responsible for Nursing Clinical governance in clinical facilities and management towards effective patient care. Implement strategies to increase the number of specialist nurses and training to improve patient care with rigorous programmes. Provide regular reports regarding the progress made re speciality training and speciality in service training. Promote quality of nursing care through sound education and training implementation. Identify opportunities for and foster clinical nursing research. Collaborate in research to improve clinical nursing practice. Compilation of a quality manual which includes nursing policies. Jointly develop and monitor a quality assurance system for clinical training. Manage and utilise resources in accordance with relevant directives and legislation. Development and implementation of nursing related education and training programmes. The incumbents will be performing outreach services within the Department and will be requested to travel extensively within the province.

**ENQUIRIES
APPLICATIONS**

: Mr R Strydom Tel No: (053) 830 0636
 : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 12/89

: **MEDICAL OFFICER REF NO: NCDOH 57/2024 (X5 POSTS)**

SALARY

: Grade 1: R906 540 per annum
 : Grade 2: R1 034 373 per annum
 : Grade 3: R1 197 150 per annum

**CENTRE
REQUIREMENTS**

: Robert Mangaliso Sobukwe Hospital
 : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-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.

DUTIES

: The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.

**ENQUIRIES
APPLICATIONS**

: Dr D.G. Theys Tel No: (053) 8302 102
 : Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 12/90

: **ELECTIRCAL ENGINEER REF NO: NCDOH 58/2024 (X2 POSTS)**

SALARY

: R795 147 per annum, (salary will be based on the years of experience post registration as a Professional Engineer with ECSA)

**CENTRE
REQUIREMENTS**

: Provincial Office, Kimberley
 : Degree in Engineering, Registered as a Professional Engineer with ECSA (Electrical Engineer), 3 (three) years' experience post qualification in Engineering, A valid driver's Licence, Computer literacy.

DUTIES

: To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy in the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the reports and designs. Assist to manage the interface between the end – user/community structures and Implementing Agent/s.

**ENQUIRIES
APPLICATIONS**

: Mr P Riet Tel No: (053) 8302 1177
 : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

<u>POST 12/91</u>	:	<u>MECHANICAL ENGINEER REF NO: NCDOH 59/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R795 147 per annum, (salary will be based on the years of experience post registration as a Professional Engineer with ECSA)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Degree in Engineering. Registered as a Professional Engineer with ECSA (Mechanical Engineer). Three years' experience post qualification. A valid Driver's Licence. Computer Literate.
<u>DUTIES</u>	:	To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction of procurement strategy and the Programme Management Plan. Prepare and /or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Management Plan. Monitor the implementation of programmes/projects. Approve project stage reports and designs. Manage the interface between end user/community structures and implanting agent/s.
<u>ENQUIRIES</u>	:	Mr P Riet Tel No: (053) 8302 1177
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za
<u>POST 12/92</u>	:	<u>CONSTRUCTION PROJECT MANAGER REF NO: NCDOH 60/2024 (X1 POST)</u>
<u>SALARY</u>	:	R759 147 per annum, (salary will be based on years of experience post registration as a Professional Construction Manager)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Degree in the Built Environment. Registered as a Professional Construction Project Manager with SACPCMP is compulsory, 4 (four) years and 6 (six) months certified experience. A valid Driver's Licence. Computer Literacy.
<u>DUTIES</u>	:	To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assists prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s.
<u>ENQUIRIES</u>	:	Mr P Riet Tel No: (053) 8302 1177
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 12/93</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: NCDOH 61/2024 (X1 POST)</u> (Contract post aligned to the Public Service Amended Regulations 2023)
<u>SALARY</u>	:	R687 147 per annum
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	An Honors Degree in the Built Environment Field of Study, B Tech qualification in the Built Environment with a minimum of one year experience, A National Higher Diploma in the build environment with a minimum of Eighteen months experience, A National Diploma in the build environment with a minimum of two years' experience. Registered as a Candidate Construction Project Manager with SACPCMP is compulsory. A valid Driver's Licence. Computer Literacy.
<u>DUTIES</u>	:	To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assists prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s.
<u>ENQUIRIES</u>	:	Mr P Riet Tel No: (053) 8302 1177
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 12/94</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A, B, C REF NO: NCDOH 62/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R687 879 per annum, (salary will be based on the years of experience post registration as a Professional Quantity Surveyor)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Degree in Quantity Surveying or Relevant Qualification. Three years post qualification Quantity Survey Experience Required. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Valid Driver's Licence.

<u>DUTIES</u>	:	To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy in the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the reports and designs. Assist to manage the interface between the end – user/community structures and Implementing Agent/s. Undertake Research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Riet Tel No: (053) 8302 1177
<u>POST 12/95</u>	:	<u>OPERATIONAL MANAGER (GENERAL) REF NO: NCDOH 64/2024 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e inter professional, intersectoral and multidisciplinary team). Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Visser Tel No: (053) 802 2911
<u>POST 12/96</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY NURSING) REF NO: NCDOH 65/2024</u>
<u>SALARY</u>	:	Grade 1: R431 264 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE</u>	:	Poffader CHC
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Gerontological Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science& Orthopaedic Nursing science and/or other relevant specialty. Experience: Grade 1: Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in General Nursing, Grade 2: Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework: To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research: To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services: To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Maintain professional growth/ethical standards and self-development: To maintain the Code of Conduct: Public Service. Professional Body. Seek learning opportunities: In-service training.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (027) 712 1601

<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 7 Rivierstreet, Springbok or E-Mailed to Namakwahealthhrm@gmail.com . All applicants must complete an application register when an application is hand delivered.
<u>POST 12/97</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) REF NO: NCDOH 66/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE</u>	:	Northern Cape Mental Health & DRTB
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post - basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialities: Child Nursing Science, Gerontological Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal nursing science, advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Clinical Nursing Science, Health Assessment and Treatment (PHC), Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing Science and / or other relevant speciality. Experience: Grade 1: Minimum of 4 years' experience appropriate/ recognizable in nursing experience after registration as a Professional Nurse with the SANC as a Professional Nurse with the SANC in General Nursing, Grade 2: Minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing - At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Effective utilisation of resources. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Provide clinical services for severe chronic mental illness within a professional/legal framework. Provide clinical advice and support to CNP's, MO's in managing non-severe chronic Mental Illness/diseases (CMD's). Effective management of human resources and assist with supervisory functions. Participate in training, research, mortality and morbidity meetings and clinical governance meetings. Management and completion of all administrative tasks related to clinical work. Implementation of prevention programmes for substance abuse in the sub-district.
<u>ENQUIRIES</u>	:	Ms A Mintor, Assistant Manager Nursing Tel No: (053) 802 3601
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 12/98</u>	:	<u>DIETICIAN NCDOH 68/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum
<u>CENTRE</u>	:	Abraham Esau Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification in Dietetics/Nutrition that allows for registration with the HPCSA as Dietician/Nutritionist. Current registration with HPCSA as Dietician/Nutritionist. Completion of one – year Community Service as Dietician or minimum of one – year formal working experience in the field. A valid driver's licence. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Grade 2: Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Grade 3: Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa.
<u>DUTIES</u>	:	Nutrition promotion, prevention and treatment throughout the life cycle. Promotion, protection and support of infant feeding and growth monitoring. Nutrition support and treatment for specific conditions, including TB/ HIV NCD's and any other medical condition requiring specialised nutritional guidance to in and out patients. Manage and implementation of nutrition specialised supplementation programmes to in and out patients. Implementation and coordination of health awareness events, campaigns and outreaches within the field. Training of all health worker categories in various aspects of nutrition related to available policies and guidelines e.g. MBFI, GMP and SAM. Monitoring and support to food service in institutions. Administrative, monitoring and reporting duties related to the programme responsibilities.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (027) 712 1601
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 7 Rivierstreet, Springbok or E-Mailed to Namakwahealthhrm@gmail.com . All applicants must complete an application register when an application is hand delivered.

<u>POST 12/99</u>	:	<u>OCCUPATIONAL THERAPIST (CLINICAL) REF NO: NCDOH 69/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Health & DRTB A degree in Occupational Therapy. Registration with the HPCSA. One-year relevant experience after registration with the HPCSA as Occupational Therapist. Independent registration with HPCSA. A driver's licence will be an advantage. Experience: Grade 1: None or 1-year relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. Grade 2: 10 years appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. Grade 3: 20 years appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant Experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist.
<u>DUTIES</u>	:	Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for in – and out – patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Plan and implement health awareness campaigns and staff in service training. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Administer PMDS and evaluation of support staff. Participate in the mentorship and training of community service therapists, OTT and students. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards effective patient service delivery, in line with National Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. A Malgas, Head of Psychology / Mr A Links CEO Tel No: (053) 802 3601 Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 12/100</u>	:	<u>PHYSIOTHERAPIST REF NO: NCDOH 70/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum
<u>CENTRE REQUIREMENTS</u>	:	Kuruman District Hospital Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Registration with the HPCSA in the relevant profession. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Grade 2: Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Grade 3: Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa.
<u>DUTIES</u>	:	Render Physiotherapy services in allocated wards, develop clinical guidelines and protocols in line with the National and Provincial strategies and monitor the implementation and compliance thereof, Manage Human Resource and participate in continuous professional development programmes, Coordinate and ensure the promotion & marketing of Physiotherapy Services in the hospital and community, Initiate, implement & monitor quality assurance programs.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KM Taolo Tel No: (053) 775 1149 Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 12/101</u>	:	<u>PHYSIOTHERAPIST REF NO: NCDOH 71/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robert Mangaliso Sobukwe Hospital Degree in Physiotherapy. Original registration certificate with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist: Independent Practice. Community service applicants must have independent Physiotherapist practitioner registration by the time of appointment. Experience: Grade 1: Experience: None after registration with the HPCSA in respect of RSA

qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES : Responsibility for a clinical caseload – assessing, treating and rehabilitating patients, ensuring continuity of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records and daily statistics, and write reports. Participate in after-hours duties which include weekend and public holidays. Promote good health practices and ensure optimal care of the patient. Function within a multi-disciplinary team. Implementation of departmental policies and procedures. Ensure responsible utilisation of equipment and consumable resources of the department. Participate in clinical and non-clinical departmental activities and meetings as allocated by supervisor. Provide assistance and training to junior staff and student physiotherapists.

ENQUIRIES APPLICATIONS : Ms. M Visser Tel No: (053) 802 2911
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at mshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 12/102 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 72/2024 (X9 POSTS)**

SALARY : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R543 969 per annum

CENTRE : John Taolo Gaetsewe District Office (X1 Post)
Kuruman District Hospital (X5 Posts)
Tshwaragano District Hospital (X1 Post)
Pietersham PHC (X1 Post)
Rustontein Clinic (X1 Post)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide directional and supervision for the implementation of nursing plan (clinical practice/quality. Implementation standard practice and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing care. Maintain construction working relationship the nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively conduct inventory of equipment.

ENQUIRIES APPLICATIONS : Mr KM Taolo Tel No: (053) 775 1149
: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibstad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 12/103 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 73/2024 (X6 POSTS)**

SALARY : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R543 969 per annum

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

<u>DUTIES</u>	:	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 APPLICATIONS</u>	:	Ms. M Visser Tel No: (053) 861 4770 Applications must be e-mailed to rmsshr@ncpg.gov.za hand delivered at Please note applications can be hand delivered to the HRM 3 rd Floor Admin Building. All applicants must complete an application register when an application is hand delivered.
<u>POST 12/104</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) REF NO: NCDOH 74/2024 (X1 POST)</u>
<u>SALARY</u>	:	R239 682 – R339 840 per annum
<u>CENTRE</u>	:	Okiep Clinic
<u>REQUIREMENTS</u>	:	Registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post Basic) Grade 2: A minimum of 5 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC.
<u>DUTIES:</u>	:	Assist in training of Learner Basic Pharmacist Assistants. Procure, store and distribute medical stock throughout the institution. Optimally counsel patients. Effective stock control. Inform staff in all hospital departments with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to hospital departments and primary health care facilities. Collect information for research purposes. Provide an effective support service to the Pharmacists within the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Grootboom Tel No: (027) 712 1601 Please note applications can be hand delivered to 7 Rivierstreet, Springbok or E-Mailed to Namakwahealthhrm@gmail.com . All applicants must complete an application register when an application is hand delivered.
<u>POST 12/105</u>	:	<u>EMERGENCY CARE OFFICER REF NO: NCDOH 75/2024 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R169 737 – R191 985 per annum Grade 3: R197 343 – R255 087 per annum
<u>CENTRE</u>	:	Emergency Medical Services Kgalagadi, John Taolo Gaetsewe District
<u>REQUIREMENTS:</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant. Registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant. Registration with the HPCSA as Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the HPCSA as Basic Ambulance Assistant Grade 3: None after registration with the HPCSA as Ambulance Emergency Assistant.
<u>DUTIES</u>	:	Effective, Quality pre- hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective Communication with regards to patients, colleagues and other service and member of public. Effective maintaining Admin Function. Effective support of Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Ntintelo Tel No: (053) 831 2272/ 053 831 2884/ 053 831 2260 Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 12/106</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 76/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R157 761 – R175 728 per annum Grade 2: R184 026 – R205 281 per annum Grade 3: R216 876 – R264 948 per annum
<u>CENTRES</u>	:	Bergsig Clinic (X1 Post) Brandvlei CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant. Registration with South African Nursing Council (SANC) as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilisation of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Grootboom Tel No: (027) 712 1601 Please note applications can be hand delivered to 7 Rivierstreet, Springbok or E-Mailed to Namakwahealthhrm@gmail.com . All applicants must complete an application register when an application is hand delivered.

<u>POST 12/107</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 77/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R157 761 – R175 728 per annum Grade 2: R184 026 – R205 281 per annum Grade 3: R216 876 – R264 948 per annum
<u>CENTRE</u>	:	Kuruman District Hospital (X1 Post) Tshwaragano District Hospital (X1 Post) Mecwetsaneneng Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Nursing Assistant. Registration with SANC as Nursing Assistant. Experience: Grade 1: None after registration with the SANC as a Nursing Assistant. Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with daily activities. Provide elementary clinical nursing care. Maintain professional, ethical growth and seek self-development. Assist in management of material resources.
<u>ENQUIRIES</u>	:	Mr KM Taolo Tel No: (053) 775 1149
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibistad or E-Mailed at lmoemedi@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Ms EtheliaMasibi Tel No: (018) 388 3933 or Ms KatlegoSebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 26 April 2024, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: 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 details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "if you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not have 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 The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POST

- POST 12/108** : **CHIEF PROFESSIONAL CIVIL ENGINEER REF NO: 99/23-24**
Chief Directorate: Development and Planning
Directorate: Integrated Municipal Infrastructure
- SALARY** : R1 146 540 - R1 308 036 per annum, (OSD Requirements)
- CENTRE** : Head Office
- REQUIREMENTS** : Matric/Grade 12. Degree / BTECH /BSC in Civil Engineering (NQF level 7 as recognized by SAQA) OR any other relevant equivalent qualification in Engineering (NQF level 7). Compulsory Professional Registration with ECSA (Professional Engineer). Minimum 6 years post-qualification experience as a registered professional Civil Engineer. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act (DORA), Construction Industry Development Board, Municipal Infrastructure Framework, and Treasury Regulations. Competencies in Engineering design and analysis, Programme and Project Management, Computer-aided engineering applications. Legal and operational compliance, Research and Development, Technical report writing, and financial management.
- DUTIES** : Administer development and implementation of municipal infrastructure plans and programmes. Administer Compliance to Infrastructure Engineering norms, standards, and programme

ENQUIRIES

conditions. Provide technical advice on implementation of infrastructure grants. Administer Registration of infrastructure projects. Administer performance and progress on infrastructure spending. Monitor maintenance of Municipal infrastructure assets.
: Mr E Manaka Tel No: (018) 388 3614

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

CLOSING DATE : 06 May 2024
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 12/109 : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 12/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities; and; Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; and; Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.

DUTIES : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); and Manage the planning and reporting on the Conditional grants of the Programme.;

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

OTHER POSTS

CLOSING DATE : 06 May 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 12/110 : **DEPUTY DIRECTOR: PRODUCTION ECONOMICS REF NO: AGR 16/2024**

SALARY : R958 824 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate Honours degree (equivalent or higher qualification) with Economics and/or Agricultural Economics as major subjects; A minimum of 6 years relevant experience of which 3 years is managerial experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None; Competencies: Knowledge in the following: Agriculture and agribusiness environment; Economic and financial (advanced) analytical techniques.; Skills needed: Computer literacy in MS Office packages (Word, Excel, PowerPoint etc); Appropriate strategic management and leadership skills; Advance communication skills (written and verbal/presentation); Negotiation skills (advanced); Proven ability to conduct research, analytical skills and to conceptualise policy; Ability to network.

DUTIES : Manage the Division: Production Economics by performing administrative functions (human resource, financial, strategic planning); Manage the application, adaptation of and or development of models e.g. enterprise budgets among others in order to reflect the current situation and or forecast/project possible scenarios; Manage and conduct in-depth study/research of development/patterns/trends in a specific agricultural environment (production, reform, farm management, business support etc.) and compile final outputs e.g. reports, position papers, information documents etc.; Manage the analyse/identification of economic questions/challenges in the filed production/farm management and rural development economics; Manage the provision of advice to internal and external stakeholders and including development, monitoring and evaluation of business plans

ENQUIRIES : Ms B Matoti Tel No: (021) 808 5213
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/111 : **STATE VETERINARIAN: VETERINARY PUBLIC HEALTH REF NO: AGR 14/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence.; Recommendation: Masters degree (or higher qualification); Experience in monitoring, auditing and control of meat safety in abattoirs. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology Skills needed: Asset management; People management; Proven communication (written and verbal); Ability to work independently in a team; Work accurately and precisely; Work under stressful conditions.

DUTIES : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Public Health; Render Veterinary Services through the implementation of relevant legislation; Provision of training development and awareness programmes (extension and outreach services) to communities with regards to Veterinary Services; Perform administrative and related functions; Keep abreast with Veterinary legal, policy frameworks, journals, publications and attend relevant professional development interventions.

ENQUIRIES : Dr M Wolhuter Tel No: (021) 808 7606
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/112 : **AGRICULTURAL ECONOMIST: MARKETING AND AGRIBUSINESS (ELSENBURG) REF NO: AGR 09/2023 R1**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree or equivalent qualification with Economics and/or Agricultural Economics as major subjects; A valid (Code B or higher) driving licence. Recommendation: Food Science courses as part of your tertiary qualification; Experience in agricultural value chain(s); Working knowledge of the following: Agricultural marketing environment; Agricultural value chain/s; Agro-processing sector. Competencies: Knowledge of the following: Clear articulation of the challenges faced by the agricultural sector in relation to value addition; Understanding niche markets and value adding for agricultural products; Proven computer literacy; Excellent networking, report writing and presentation skills; Ability to communicate technical information accurately; Written and verbal communication skills.

DUTIES : Perform market research with key emphasis on agricultural products, markets and value chains based on the department strategic/operational plan; Produce agricultural market information reports and other related systems/databases; Communicate with industry role players and represent the Western Cape on various platforms; Respond timely to enquiries relating to agricultural market information; Perform administrative and related functions.

ENQUIRIES : Ms L Thabethe Tel No: (021) 808 7733

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/113** : **COMMUNITY DEVELOPMENT OFFICER (BEAUFORT WEST) REF NO: AGR 13/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate B-Degree/Advanced Diploma (or higher qualification); A minimum of 3 years experience in community development/rural development including farm worker environments.; Recommendation: A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community development, rural development and agri worker sector; Maintaining a record management system; Record minutes and decisions at meetings; Relevant legislation/policies/ prescripts and procedures; Basic financial administration; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Project management; Facilitation, implementation and participation in community outreach programmes and Awareness sessions; Training and capacity buildings; Stakeholder engagements within the rural community context; Compliance in financial management policies and prescripts; Administration and report writing.
- ENQUIRIES** : Ms D Strydom Tel No: (021) 808 5086
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/114** : **CLEANER: VETERINARY SERVICES (STELLENBOSCH) REF NO: AGR 17/2024**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET). Competencies: A good understanding of the following: General cleaning methods; Operating equipment. Skills in the following: Good communication skills; Basic numeracy skills; Proven literacy skills; Ability to work independently and as part of a team; Ability to work accurately and precisely.
- DUTIES** : Main duties will be performing general cleaning duties in the administrative and laboratory buildings; Cleaning duties in staffroom kitchen; Daily completion of cleaning records; Sending and receiving of laundry; Use of general and electrical cleaning equipment; Preparation of cleaning agents.
- ENQUIRIES** : Mr F Dreyer Tel No: (028) 808 7512
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

OTHER POSTS

- POST 12/115** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CAS 14/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management, Public Management or Supply Chain Management; A minimum of 6 years relevant experience in a Supply Chain Management environment. A minimum of 3 years management level experience; A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: More than 6 years relevant experience in a Supply Chain Management environment of which more than 3 years must be on a managerial level. Competencies: Knowledge and Experience of the following: Public Finance Management Act, National Treasury Regulations, Provincial

Treasury Instructions, PPPFA and related Supply Chain Management legislation and policy development; Bid Committees; Developing Strategic Sourcing Strategies; SCM policy and Standard Operating Procedures development; Management of electronic procurement systems and procurement planning tools; Managerial best practices; Knowledge management. Skills needed: Implementation of Supply Chain Management best practices to optimise operational efficiencies; Demonstrate aptitude for figure-based work; Written and oral communication; Sound organising and planning; Presentation; Decision-making; Conflict Management; Interpersonal; Project Management; Research; Ability to function under pressure; Ability to interpret Supply Chain Management legislation. Proven Computer literacy (MS Office: Word, Excel, Power Point, Outlook; LOGIS; Financial Systems)

DUTIES : Demand and Acquisitions Management; Logistics and Contract Management; Asset Management; Supply Chain Management Governance; Policy development, review and implementation; Management of Internal and External Audit processes and People Management.

ENQUIRIES : Ms B Rutgers Tel No: (021) 483 9525

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/116 : **DEPUTY DIRECTOR: INFRASTRUCTUR, RESEARCH AND EVENT SUPPORT SERVICES, REF NO. CAS 17/2024**

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

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

REQUIREMENTS : An appropriate 3-year B- Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in management and administration. Recommendation: A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Management; Human Resources; Knowledge in Infrastructure, reserach, major events and sport tourism. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Managing staff; Managing budgets; Ensuring smooth operations of the component; Leadership; Human resources.

ENQUIRIES : Mr T Tutu Tel No: (021) 483 9621

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/117 : **ASSISTANT DIRECTOR: CULTURAL PROMOTION REF NO: CAS 08/2024**

SALARY : R424 104 per annum (Level 09)

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

REQUIREMENTS : An appropriate 3-year post matric qualification (equivalent or higher qulaification) in the Social Sciences field. A minimum of 5 work experience within customary/arts and culture Recommendation: A valid (Code B or higher) driving licence, or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Cultural practices within a diverse society;

Research processes and methodologies; Stakeholder management; Skills needed: Prove computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Planning and organising; Communication(Written and verbal).

DUTIES : Support relating to arts and cultural practice programmes; Stakeholder Management; Operational planning and reporting; People Management; Financial Management.

ENQUIRIES : Mr T Mchunu Tel No: (021) 483 9672

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/118 : **ASSISTANT DIRECTOR: SCHOOL SPORT DEVELOPMENT REF NO: CAS 19/2024**

SALARY : R424 104 per annum (Level 09)

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

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: A valid driving license (Code B or higher) or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Neighbouring School Programme and relevant next-level participation; Recreation-based activities, school sport and neighbouring school activities and relevant next-level participation; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people Skills needed: Numeracy, literacy, proven computer literacy; Project management; Presentation; Networking; Written and verbal communication; Interpersonal skills.

DUTIES : Manage the identification, confirmation and support of Neighbouring School Centres within the Western Cape; Oversee the participation rates at each relevant institution (school) and ensure that they comply with the minimum requirements of participation; Manage the implementation of the School Sport Programme and the Neighbouring School Programme in line with the correct processes and procedures relevant to recruitment, lesson plans, equipment provision and procurement of goods and services to provide support; Manage the collection of statistics, collate reports and maintain a database of participants and track their development; Monitoring and evaluation; Human Resource Management.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/119 : **COMMUNICATION OFFICER REF NO: CAS 09/2024**

SALARY : R359 517 per annum (Level 08)

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

REQUIREMENTS : An appropriate (3-year National Diploma/B Degree or higher qualification); A minimum of 1 year relevant experience in a Communications or Journalism environment. Recommendation: A valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Experience in social media content production. Competencies: Knowledge of writing, editing and photography Skills in the following:

<u>DUTIES</u>	: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication skills (written and verbal); Ability to work independently and as part of a team.
<u>ENQUIRIES</u>	: Sourcing and writing news stories; Photography – taking high quality photos to accompany news stories and to be used on external platforms; Uploading content to the departmental website; Procurement tasks.
<u>APPLICATIONS</u>	: Ms T Colyn Tel No: (021) 483 9877
<u>NOTE</u>	: To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>CLOSING DATE</u>	: Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>POST 12/120</u>	: 29 April 2024
<u>SALARY</u>	<u>LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES</u>
<u>CENTRE</u>	<u>REF NO: CAS 11/2024</u>
<u>REQUIREMENTS</u>	: R359 517 per annum (Level 08)
<u>DUTIES</u>	: Department of Cultural Affairs and Sport, Western Cape Government
<u>ENQUIRIES</u>	: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Terminology development; Well versed in English and IsiXhosa. Competencies: Knowledge of the following: Profound working knowledge of at least two official languages; Editing and translation of documents; Skills in the following Excellent written and verbal communication in English and isiXhosa; Excellent language skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Strong planning and organisational skills.
<u>APPLICATIONS</u>	: Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.
<u>NOTE</u>	: Fikile.Gosa@westerncape.gov.za
<u>CLOSING DATE</u>	: To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>POST 12/121</u>	: Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>SALARY</u>	: 29 April 2024
<u>CENTRE</u>	<u>CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 07/2024 (X3 POSTS)</u>
<u>REQUIREMENTS</u>	: R294 321 per annum (Level 07)
<u>DUTIES</u>	: Department of Cultural Affairs and Sport, Western Cape Government
<u>ENQUIRIES</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences or related field. Recommendation: Work experience within customary, cultural practices or arts and culture; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Cultural practices within a diverse society; Research processes and methodologies; Stakeholder management; Project management. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>APPLICATIONS</u>	: Support relating to arts and cultural practice programmes; Stakeholder management; Operational planning and reporting; People Management; Financial Management.
<u>NOTE</u>	: Mr T Mchunu Tel No: (021) 483 9672

<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>NOTE</u>	:	Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 April 2024
<u>POST 12/122</u>	:	<u>DATA ANALYST: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO: CAS 15/2024</u> (12 Months contract position)
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-Degree (equivalent or higher qualification) in Strategy development, Management, Data systems development or Data Analysis; A minimum of 1 year experience in the data field. Recommendation: Masters degree in Information Systems, Economics, Mathematics, Statistics, Finance; Experience in the after school sector, research and knowledge management; A valid (Code B or higher driving licence).NB: People with disabilities that restrict driving abi Competencies: Knowledge of the following: Social Science; Information Sciences; Quantitive and qualitative analytical capability; Ability to perform the following: Interpret and present complex data and statistics for a non-technical audience (written, visually and verbally); Ability to work with people from diverse backgrounds Skills needed: Organising and executing; Coping with pressures and setbacks; Written and verbal communication; Proven computer literacy; Programming and API development.
<u>DUTIES</u>	:	Data systems development and management including adapting and refining information systems and tools for data collection and management; Data management and analysis for both youth and beneficiary data including analysing data and identify problems and potential solutions. This includes managing data capture, merging of multiple data sets, analysis of results, analysis of trends and commentary on these to assist managers make evidence-based decisions; Building the capacity of partners and the admin team to support the data needs of the organisation; Packaging data for presentations and decision making; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.
<u>ENQUIRIES</u>	:	Mr W Crawford Tel No: (021) 483 9844
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>NOTE</u>	:	Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 April 2024
<u>POST 12/123</u>	:	<u>SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF NO: CAS 16/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation,

education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.

DUTIES : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Assist with the setting-up of indigenous games structures within local and district municipalities; Assist with the establishment of indigenous games league matches; Coordinate and implement compliance; People management.

ENQUIRIES : Ms M Roberts Tel No: (021) 483 9712

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

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

CLOSING DATE : 06 May 2024

POST 12/124 : **REGISTRY CLERK: RECORDS REF NO: CAS 12/2024**

SALARY : R202 233 per annum (Level 05)

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

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer; Knowledge and experience with MyContent/Electronic Content Management (ECM). Competencies: Knowledge of the following: Electronic Content Management (ECM); Job requirements. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook, etc); Good verbal and written communication; Interpersonal; Flexibility; Teamwork; Ability to work independently and as part of a team.

DUTIES : To provide a registry service; Handling of incoming and outgoing correspondence; Render and effective filing and record management service manually and electronically; Operate the office machines in relation to the registry function; Processing and process documents for archiving and/disposal; Electronic Content Management (Creating files, Scanning, Indexing).

ENQUIRIES : Ms M Wood Tel No: (021) 483 9614

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/125 : **PRESERVATION ASSISTANT: PRESERVATION SERVICES REF NO: CAS 18/2024**

SALARY : R147 036 per annum (Level 03)

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

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification; A minimum of 1 year experience in the Preservation and Conservation field. Recommendation: National diploma in Archival studies; Experience in working at archives storage rooms; Experience in the care and handling of heritage collections; Ability to lift boxes up to 40kg; Proven computer literate. Competencies: Archival collections and their organisation, as well as of archival legislation; Proven computer literacy. Skills in the following: Good hand-eye coordination and hand skills; Accuracy and neatness; Organising, planning and research skills; Self-motivated and able to work under solitary conditions within the stack room areas; Time management skills appropriate to practical hand-skill work.

DUTIES : Maintenance of holdings; Stockroom maintenance; Skills development and administration.

ENQUIRIES : Ms C Ngobo Tel No:(021) 483 0434

APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

CLOSING DATE : 29 April 2024

POST 12/126 : **GROUNDSMAN SCHOEMANSPOORT CULTURAL FACILITY, OUDTSHOORN REF NO: CAS 10/2024**

SALARY : R125 373 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET); A valid code B (or higher) driving license. Recommendation: Relevant experience in maintenance of buildings and usage of equipment. Competencies: Knowledge of the following: Basic verbal and written communication; Time management; Interpersonal interaction. Skills in the following: Basic skills in repairs to plumbing, electricity etc; Proficient with operating tractors, power tools; Ability to work independently and as part of a team; Ability to follow verbal and written instructions.

DUTIES : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc; Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not requires specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facility; Working overtime during the week, public holidays and weekends to assist with requests from clients - (via booking of the facilities).

ENQUIRIES : Ms L Jephtha Tel No: (021) 483 9722
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

CLOSING DATE : 29 April 2024

POST 12/127 : **MESSENGER: RECORDS REF NO: CAS 13/2024**

SALARY : R125 373 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10 or equivalent qualification). Recommendation: A valid code B (or higher) driving license; Working knowledge and experience of MyContent/ECM and the registry environment. Competencies: Knowledge and understanding of the following: Messenger Services; Job requirements; MyContent/ECM; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook, etc.). Skills in the following: Basic communication skills; Interpersonal skills; Flexibility; Ability to work independently and as part of a team.

DUTIES : Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences (mail, parcels, documents and files); Record and control correspondence register; Sort mail, files, documents and parcels; Ensure that items to collect are sealed and addressed; Collect mail, files, documents and parcels from addressor; Deliver mail, files, documents and parcels to addressees; Ensure that the recipients sign on the delivery book/register; Record contents and physical addresses in the delivery book/register; Perform general office assistant tasks: Make copies, fax and shred documents.

ENQUIRIES : Ms M Wood Tel No: (021) 483 9614

- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.
- CLOSING DATE** : 29 April 2024

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 06 May 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 12/128** : **ADMINISTRATIVE OFFICER: ENVIRONMENTAL LAW ENFORCEMENT (GEORGE) REF NO: EADP 07/2024**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
Department of Environmental Affairs and Development Planning, Western Cape Government
An appropriate 1-2 year post school qualification (equivalent or higher); A minimum of 3 years office administrative experience. Recommendation: Working knowledge and experience of procurement and administration processes. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Procurement policies and procedures; Human Resource policies and procedures; PFMA (Public Finance Management Act), financial policies and procedures; Database and record management; Skills in the following: Communication (written and verbal); Office management skills; Proven computer literacy and data management skills.
- DUTIES** : Logistical management; Procurement administration; Budget administration; Human Resource administration; Record keeping; Provide administrative support services to the Directorate; Maintain and update relevant databases.
- ENQUIRIES** : Bulelwa Nkwatani Tel No: (021) 483 8008

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.

MANAGEMENT ECHELON

- POST 12/129** : **DIRECTOR: SUPPLY CHAIN SOURCING**
Directorate: Supply Chain Sourcing
- SALARY** : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in SCM/Finance or equivalent field as recognized by SAQA with at least 5 years' experience at a

middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such 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 by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of Supply Chain Sourcing within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Working knowledge of the following: Government practices, policies and procedures. Human Resource Management practices. Ability to work under pressure and to handle matters of a confidential nature. Sound problem-solving skills, written communication skills, presentation skills, advanced computer literacy, report writing, and project management skills are essential. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Working knowledge of Public Finance Management Act, Treasury Regulations and guidelines, SCM Regulations, practice notes, circulars, policy frameworks, Preferential Procurement Policy Framework Act and its associated regulations, SCM: A guide to Accounting Officers and Authorities, The Construction Industry Development Board (CIDB) Act, 38 of 2000; Broad-Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP), Economic Reporting Framework, Framework for Infrastructure Delivery and Procurement Management.

DUTIES : Responsible for integrated demand, acquisition, and contact management services for the department through the development, implementation, and maintenance of a transformative approach to sourcing. The incumbent must perform vigorous analysis of data and apply analytical skills to identify cost-saving strategies and efficiencies to improve strategic sourcing decision making for the department. It is expected that the incumbent will establish, develop, implement and maintain an Acquisition Management System, inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management functions. The incumbent must ensure that a fully functional Committee Structure for the SCM System is in-place. The incumbent is responsible for the complete implementation in respect of Strategic Sourcing for strategic commodities in the Department. Ensuring the coordination and integration of demand and acquisition management processes regarding clinical, non-clinical and infrastructure services. The incumbent is responsible for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, management of Support Service with key partners within the Directorate. Ensure regular reporting to management, stakeholders and other organisations as may be required. Responsible for the management, reporting, and the coordination of legal challenges as received by the Department. The incumbent is responsible for the development and maintaining of a positive culture in the directorate sourcing which includes change management initiatives, conflict resolution and mitigating risks that could negatively affect the organizational culture.

ENQUIRIES : Ms E Isaacs Tel No: (021) 483 4732, email: Esmereldah.Isaacs@westerncape.gov.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.
CLOSING DATE : 26 April 2024

OTHER POSTS

POST 12/130 : **MANAGER: MEDICAL SERVICES: GRADE 1**

SALARY : Grade 1: R1 288 095 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 : Red Cross War Memorial Children's 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. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services, Human Resources and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery systems, policies and laws, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES : Effective leadership and management of staff through leading, growing and motivating staff, and enabling a culture of teamwork. Fostering trust and care with staff and stakeholders and growing

connectedness. Taking responsibility for own behaviour, decision-making and conduct. Overall strategic and on-the-ground operational management, clinical and corporate governance of clinical service departments. Effective and efficient management of Clinical Departments rendering appropriate, comprehensive, equitable, affordable and accessible secondary/tertiary/quaternary services at Red Cross War Memorial Children's Hospital in a resource-constrained environment. Participation in Geographic Service Area for service redesign to strengthen the equity of access to tertiary care. Special portfolios/ projects, which may include data collection, manipulation and analysis. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Management of feedback from the public and resolution of complaints in order to have continuous improvement of technical quality, internal efficiency and effectiveness of services. Provide platform for teaching, training, development and research to improve overall child wellbeing. Effective management of financial resources.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005, anita.parbhoo@westerncape.gov.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.
CLOSING DATE : 26 April 2024

POST 12/131 : **CLINICAL MANAGER: GRADE 1**
 Chief Directorate: Emergency and Medical Services Support

SALARY : R1 288 095 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid driver's license. Valid PrDP (Professional Driver's Permit). Willingness to perform after-hours duties and respond to major emergencies mass casualty events and medical and trauma-related incidents. Competencies (knowledge/skills): Advanced Computer literacy. Appropriate experience in managing large and diverse components. Relevant clinical skills in pre-hospital Emergency and Trauma Medicine and an in-depth knowledge of Emergency Medical Services Systems. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Understanding of and proven competencies in the Information Management field, Emergency Communications Systems field, Facilities and Fleet management.

DUTIES : Act as a strategic link between finance and supply chain management, ensure, through oversight and intervention, that all People Management policies and procedures are adhered to, and that complaints, queries and compliments are responded to in a timeous manner. Clinical representation for WC EMS with regulatory bodies as well as strengthening and improvement of service delivery through the development and implementation of collaborative clinical standards. Collaborative engagement with civil society to ensure patient input into evidence-based medicine and responsive coordination and management of incident response as it relates to emergencies and non-emergencies. Ensure readiness for major incidents and disaster situations and manage the health and safety of patients, staff and working environments. Establish and maintain a clinical governance framework system within EMS and ensure the community of practice is strengthened within the Western Cape. Respond to and manage health emergencies and major incidents within the province, and in collaboration with all stakeholders. Strategic policy development for contract centres and ensure that information management is strategically utilized to monitor and improve the performance of EMS.

ENQUIRIES : Mr C Wylie Tel No: (021) 508-4517
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 : 26 April 2024

POST 12/132 : **MANAGER: PHARMACEUTICAL SERVICES**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R1 197 150 per annum, (A portion of the package can be structured according to the individual's personal needs)
CENTRE : Medicine Management, Bloods and Labs, (Cape Medical Depot)
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: Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. Willingness to be registered with the SAPC as the Responsible Pharmacist of the CMD with a signed undertaking to abide by the ethical rules of the Pharmacy Act 53 of 1974. Experience: A Minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid Driver's licence. Extensive management experience within the pharmaceutical sector, including knowledge of logistics services with

respect to pharmaceutical supplies. Competencies (knowledge/skills): Leadership and managerial skills. High level of Computer Literacy. Detailed knowledge of computerised stock control system/s, and accounting principles in the Public Sector. Sound knowledge of pharmaceutical supply chain management. Detailed knowledge of departmental, provincial, and national procurement legislation and prescripts. The ability to work under pressure to finalise tasks within deadlines as well as leading a team. Sound knowledge of the: Medicines and Related Substances Act 101 of 1965; Pharmacy Act 53 of 1974; Public Finance Management Act 66 of 1995; Occupational and Health Safety Act of 1992; Preferential Procurement Policy Framework Act, 2000; Liquor Act 15 of 1973; National Environment Management Act 107 of 1998 and all other relevant Acts pertaining to procurement, warehousing and distribution of pharmaceuticals in the government sector.

DUTIES : The management of all aspects relating to the procurement, warehousing and distribution of pharmaceuticals and related items by the Cape Medical Depot and Oudtshoorn Medical Depot to all health facilities and relevant service providers in the Western Cape Government in accordance with Chapter 6 of the National Drug Policy and in accordance with all prevailing legislation and policies for the provision of an adequate, cost-effective and safe pharmaceutical supply of good quality. Financial management and control of the CMD and OMD with respect to the allocated budget. Medicine Supply Management Strategic Management as it relates to the CMD and OMD. All aspects of People Management including the training and skills development of staff at the CMD.

ENQUIRIES : Ms K Lowenherz Tel No: (021) 483 8702
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 : 26 April 2024

POST 12/133 : **DEPUTY DIRECTOR: ADMINISTRATION (PUBLIC HEALTH QUALITY IMPROVEMENT) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services (Stationed at City of Cape Town)
(12 Month Contract)

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Service Priorities Coordination (G2G USAID Implementation)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health-related National Diploma/Degree or equivalent, registerable with the South African Health Professions Council of South Africa. Experience: Appropriate experience as a quality improvement advisor. Appropriate experience working with improvement teams. Appropriate experience teaching the SOI concepts, methods and tools to teams and management groups. Appropriate Experience in project management and quality assurance methodologies. Appropriate experience in the public health sector. Inherent requirements of the job: Valid driver's license. Willingness to travel to the districts and National offices. Willingness to perform overtime when required. Competencies (knowledge/skills): Expertise in the use of Microsoft Office suite of products. Exceptional numerical skills. Sound communication, presentation and interpersonal skills. High analytical and critical thinking skills, problem analysis and solving skills. Strong project management skills, and ability to work independently. Advanced computer literacy in MS Office (MS Word, Excel, and PowerPoint).

DUTIES : To establish a learning health system, with quality improvement (QI) embedded within management systems and processes. Implement and monitor QIPs to improve linkage and retention for PLHIV. Implement and monitor QIPs to increase TB testing. Implement and monitor QIP to improve linkage and retention for PWTB.

ENQUIRIES : Ms A van Zyl Tel No: (021) 815-8743
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 : 26 April 2024

POST 12/134 : **DEPUTY DIRECTOR: ADMINISTRATION (HAST)**
Chief Directorate: Emergency Clinical Services Support (Stationed at City of Cape Town)
(12 Month Contract)

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Directorate: Service Priorities Coordination (G2G USAID Implementation)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent, registrable with the South African Health Professions Council of South Africa. Experience: Appropriate experience in the management and coordination of public health programmes, including HIV/AIDS/STI/TB. Appropriate experience with donor agencies and funded NGO's. Inherent requirements of the job: Valid driver's license (Code B). Willingness to perform overtime when required. Willingness to travel to the district and National Offices. Competencies (knowledge/skills): Advanced computer literacy in MS Office (MS Word, Excel, and PowerPoint). Expertise in the use of Microsoft Office suite of products. Exceptional numerical

skills. Project Management, Strategic Planning and research skills. Interpersonal relationships, Learning Orientation, Resilience, Planning and organising. Ability to produce and evaluate detailed policy documentation and to produce reports of a high standard. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions.

DUTIES : Assist City Health HAST to co-ordinate HAST programme. Support the process of MOA and Work Plan approval for NGOs/NPOs doing HAST work. Support linkage of externally funded NPO partners at district and local level Liaise with relevant stakeholders such as DOH, service providers, NGOs. Identify and interact with non-health sector e.g. education, social services.

ENQUIRIES : Ms A van Zyl Tel No: (021) 815 8743

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").3

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

CLOSING DATE : 26 April 2024

POST 12/135 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**

Cape Winelands Health District

SALARY : R627 474 per annum

CENTRE : Prince Alfred Hamlet CC (X1 Post), Nduli CC (X1 Post) Witzenberg Sub-district

REQUIREMENT : 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 a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e., R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control, act in facet of Health, support, security, cleaning-Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procuring. Implement policies, prescripts, and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement, collect, verify and timeous submit accurate statistics.

ENQUIRIES : Mr L Wawini Tel No: (023) 316-9600

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a Competency tests.

CLOSING DATE : 26 April 2024

POST 12/136 : **EMS SUB MANAGER GRADE 2 TO 4 (X2 POSTS)**

Chief Directorate: Emergency Clinical Services Support

SALARY : Grade 2: R508 896 per annum

Grade 3: R565 179 per annum

Grade 4: R625 089 per annum

CENTRE : West Coast EMS (X1 Post)

Central Karoo EMS (X1 Post)

REQUIREMENTS : Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 3:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an ECT, CCA or ECP. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills):

Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.

DUTIES : Effective management of emergency medical services for the Sub-District. Effective support to District Manager and act in management capacity when required. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Ensure effective management of Emergency Fleet and equipment. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts.

ENQUIRIES APPLICATIONS : Ms E Adonis Tel No. (021) 944-9245/9220
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 : 26 April 2024

POST 12/137 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 220 (PN-B2) per annum

CENTRE : Gugulethu CHC (X1 Post)
Hanover Park CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualifications in the relevant speciality as mentioned above. Inherent requirements of the job: Willing to work shifts, day- night duty, and public holidays. Competencies (knowledge/skills): Computer literacy (MS Office). Good interpersonal, planning and organisational skills.

DUTIES : Adheres to policy and procedures as laid down by professional governing body. Assist with management of human resources and finance. Perform clinical nursing practice and promote quality nursing care in accordance with scope of practice and nursing standards as determined by the relevant health facility. Provide continuous holistic and comprehensive nursing care. Render an effective and comprehensive nursing treatment and care to patients. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.

ENQUIRIES APPLICATIONS : Ms T Mveli Tel No: (021) 699 -8624
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 required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. 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: in Advanced Midwifery and Neonatal Nursing Sciences with the South African Nursing Council.

CLOSING DATE : 26 April 2024

POST 12/138 : **ASSISTANT DIRECTOR: HEALTH SUPPORT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R424 104 per annum

CENTRE : Directorate: Provincial Council on Aids and TB

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Health-related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa/South Africa Nursing Council or Social/Management Science. Experience: Appropriate experience in programme development and management. Appropriate experience in public health management and/or social development Inherent requirements of the job: Valid Driver's licence. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Analytical and problem-

solving skills. Computer literacy. Knowledge and application of regulations, policies, procedures and indicators relevant to public health programmes. Project management skills.

- DUTIES** : Implement a sector-wide monitoring and evaluation framework and monitor progress of sector performance according to set timeframes. Provide a professional support function to the Chief Directorate: ECSS and the PCAT sub-directorate in terms of planning and management activities. Provide secretariat and technical assistance to the Programme Review Committee and Resource Mobilisation Committee of the Provincial Council on AIDs & TB. Provide technical assistance for the development and implementation of activities, programmes and projects that contribute to the NSP/PIP and other relevant strategies and/or plans. Support and strengthen multi-sector partnerships and projects across sectors to achieve the goals and objectives of the NSP/PIP.
- ENQUIRIES** : Ms N Van der Walt Tel No: (021) 815-8713
- 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** : 26 April 2024

POST 12/139 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INFORMATION MANAGEMENT) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services (Stationed at City of Cape Town)
(12 Month Contract)

- SALARY** : R424 104 per annum. Plus 37% in lieu of service benefits
- CENTRE** : Directorate: Service Priorities Coordination (G2G USAID Implementation)
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate Experience in public health data systems. Appropriate experience in training and change management. Inherent requirements of the job: Advanced computer literacy in MS Office. Excellent knowledge of common Electronic Health Systems in use at CCT, and MHS (including SPV). Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Willingness to work overtime when required. Competencies (knowledge/skills): Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.

- DUTIES** : Strengthen implementation and entrench the use of TTAL (for linkage and retention). Strengthen implementation of existing DMOC in SD. Support the sub-district (SD) to increase the use of aggregate and person-level data to improve TB and HIV outcomes. Undertake data quality assessments.

- ENQUIRIES** : Ms A van Zyl Tel No: (021) 815 8743
- 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** : 26 April 2024

POST 12/140 : **MEDICAL TECHNOLOGIST: GRADE 1 TO 3**
Chief Directorate: Emergency And Clinical Support Services

- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum

- CENTRE** : Forensic Pathology Service and Division of Forensic Medicine, Stellenbosch University
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as a Medical Technologist in Histopathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum 11 years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified, of whom it is 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 a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum 21 years' experience after registration with the HPCSA in relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Above-average proven computer and software literacy. The ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure. Good laboratory practices, including Occupational Health and Safety practices. Good interpersonal relationships. The ability to function in a mortuary environment.

<u>DUTIES</u>	:	Perform technical duties in the day-to-day bench work. Assist the Pathologists in grossing of histology specimens retained at autopsy. Perform special staining techniques, including immunochemistry. Perform laboratory administrative duties.
<u>ENQUIRIES</u>	:	Mr J Segole Tel No: (021) 931 8043
<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.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/141</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Emergency Clinical Services Support (Stationed at City of Cape Town) (12 Month Contract)
<u>SALARY</u>	:	R359 517 per annum. Plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Directorate: Service Priorities Coordination (G2G USAID Implementation)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree or equivalent qualification. Experience: Appropriate experience in the health sector, Primary Health Care systems, and local and National Health management. Appropriate experience in data quality management, interpretation, and analysis. Appropriate experience in Monitoring and Evaluation of Health programmes and NPO workplans. Inherent requirements of the job: Valid driver's licence. Willingness to travel to the districts and National offices. Willingness to work overtime when required. Competencies (knowledge/skills): The ability to work both independently and as part of a team. The ability to work effectively under pressure and meet deadlines. Having appropriate planning and organizational skills. The ability to analyse and interpret data. Excellent time management skills, and willingness to gain new knowledge and attend training. Ability to communicate effectively. Ability to perform a detailed and critical analysis of the performance of the health care service and develop constructive interventions and reports of a high standard. Be familiar with legal and clinical aspects of the health programme and services. Advanced computer literacy in MS Office (MS Word, Excel, and PowerPoint)
<u>DUTIES</u>	:	Effective and efficient management of Health Information for Directorate: SPC Coordinate SPC Data Technical Support for WC Department of Health. Provide inputs to Conditional Grant, 95-95-95 report and DORA report. Support and assist NPOs, WCGDHW and CH staff training and troubleshooting. Monitor and communicate review, contracting M&E and scorecard process timelines/deadlines, and draw reports. Project Management. Administrative support to DD (G2G Milestones).
<u>ENQUIRIES</u>	:	Ms A van Zyl Tel No: (021) 815 8743
<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>	:	26 April 2024
<u>POST 12/142</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency and Medical Support Services
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain environment. Inherent requirements of the job: A valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office): Word, Excel, Outlook (e-mail). Knowledge and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS, SYSPRO, ESL and EPS system.
<u>DUTIES</u>	:	Acquisition management of goods and services through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Assist in other components within Supply Chain Management. Assisting with monthly and quarterly reporting. Maintaining procurement plan and issuance databases. Manage the procurement section.
<u>ENQUIRIES</u>	:	Ms S Overmeyer Tel No: (021) 938-6763
<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>	:	26 April 2024
<u>POST 12/143</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R294 321 per annum

<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in PERSAL. Appropriate experience in Human Resource Management. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Computer literacy (MS Word, advanced Excel and PowerPoint). Knowledge of the Human Resource Management Legislation and Policies. Project management knowledge and capabilities.
<u>DUTIES</u>	:	Effective support to supervisor and colleagues. Ensure an effective execution of Human Resource Administration function. Ensure Audit Compliance. Ensure effective and efficient Allowance Management. Ensure effective management of Registry. Managing of overtime budget.
<u>ENQUIRIES</u>	:	Ms E Adonis Tel No: (021) 944-9245/9220
<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>	:	26 April 2024
<u>POST 12/144</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency And Clinical Support Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Forensic Pathology Services, South Cape Region
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in Clinical Administration. Appropriate experience in General Administration. Appropriate experience in typing of medico-legal or postmortem reports. Appropriate experience in BAS or LOGIS. Inherent requirements of the job: Valid (Code B/EB) Driver's license. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele principles. Ability to interpret and apply policies. Ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy in MS Word, Outlook, Internet, Excel, MS Teams and the ability to type 35 wpm. Adequate typing skills to do postmortem reports. Typing of reports pertaining to deceased persons. Ability to work under pressure. Good organizational and reporting skills.
<u>DUTIES</u>	:	Typing of autopsy reports and administrative documents. Efficient and Effective support with logistical arrangements. Efficient and Effective support regarding administrative processes to the Medical Personnel. Ensure that enquiries from authorized persons outside the service are dealt with efficiently. Efficient and Effective support regarding administrative processes to the George and surrounding facilities in the South Cape Region.
<u>ENQUIRIES</u>	:	Dr. M. Hurst Tel No: (044) 873 4370
<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>	:	26 April 2024
<u>POST 12/145</u>	:	<u>FORENSIC PATHOLOGY OFFICER: GRADE 1 TO 2</u> Chief Directorate: Emergency and Clinical Services Support (Contract until 31 March 2025)
<u>SALARY</u>	:	Grade 1: R196 536 per annum Grade 2: R228 900 per annum Plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Forensic Pathology Service, Mossel Bay Laboratory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with having achieved English, Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 years appropriate experience. Inherent requirements of the job: Ability to work under pressure. Will be required to deliver testimony in court proceedings. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Be willing to travel long distances and work standby duties/overtime. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Valid Code B/EB Driver's licence. Competencies (knowledge/skills): Ability to be trained in 4x4 Vehicle handling. Computer and software literacy. Willingness to assist with duties in an X-ray room. Ability to communicate clearly and discreetly in person and writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies.
<u>DUTIES</u>	:	An effective and efficient management of Unknown corpses. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology laboratory. Effective and efficient recovery, storage and processing of deceased. Optimal control of reports and statements during and after the Forensic Mortuary.
<u>ENQUIRIES</u>	:	Mr. Lester Smith (Lester.Smith@westerncape.gov.za) Tel No: (044) 813-1890

<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>	:	26 April 2024
<u>POST 12/146</u>	:	<u>FORENSIC PATHOLOGY OFFICER: GRADE 1 TO 2</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R196 536 per annum Grade 2: R228 900 per annum
<u>CENTRE</u>	:	Forensic Pathology Services, Worcester Laboratory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with having achieved English, Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid (Code B/EB) Driver's licence. Ability to work under pressure. Ability to be trained in photography. Will be required to deliver testimony in court proceedings Willingness to be trained in Forensic Investigation and Dissection. Be willing to travel long distances and work standby duties/overtime Competencies (knowledge/skills): Computer and software literacy. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Ability to communicate clearly and discreetly in person and writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese).
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient management of Unknown corpses. An efficient support to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	:	Mr. P Albertyn Tel No: (023) 347 3535, email: Paul.Albertyn@westerncape.gov.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.
<u>CLOSING DATE</u>	:	26 April 2024

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	:	06 May 2024
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 12/147</u>	:	<u>DEPUTY DIRECTOR MECHANICAL SUPPORT SERVICES REF NO: DOI 35/2024</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or B Degree (or equivalent qualification); A minimum of 3 years relevant experience in at a managerial level; A valid (Code B or higher) driving licence.; Recommendation: 5 years management experience in a similar mechanical environment. 3 years relevant experience in administratoin, finance and HR support. Competencies: Knowledge of the following: Proven knowledge of relevant public service legislation, policies, regulations, guidelines, etc; Proven knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Proven knowledge of financial accounting, management accounting, scm, fleet administration, HR and general support services; Proven knowledge of public service procedures, processes and systems; Proven knowledge of Information, Database and Records Management; Proven knowledge of Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements, etc. as manager of the Sub-Directorate; Proven knowledge of the Staff Performance Management System (SPMS) and PERMIS; Proven knowledge of the Disciplinary Code and Procedures and Grievance Procedures for the Public Service; Proven knowledge of Labour Relations legislation and regulations. Skills needed: Communication (written and verbal); Decision making; Team leadership; Analytical skills; Financial Management; Computer Literacy; Planning and Organising; Conflict Management; People Management; Problem Solving and analysis; Ability to work independently; Ability to use various system.

- DUTIES** : Ensure effective general management and financial accounting; Effective supply chain management and fleet administration; Coordinate all human resource services; Plan the budget and manage expenditure to achieve unit objectives; People management; Manage the financial matters of the division.
- ENQUIRIES** : Ms M van Wyngaardt Tel No: (021) 959 7700 and email: marilise.vanwyngaardt@westerncape.gov.za
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/148** : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 40/2024**
- SALARY CENTRE REQUIREMENTS** : Grade A: R795 147 per annum, (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: None. Competencies: Knowledge of the following: Design of Education Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation ; PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement; Skills needed: Written and verbal communication; Research and development; Technical report writing; Good interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure.
- DUTIES** : Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Ms T Potgieter Tel No: (021) 483 4881
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/149** : **PRODUCTION ARCHITECT REF NO: DOI 28/2024**
- SALARY CENTRE REQUIREMENTS** : R687 879 per annum, (all-inclusive package), (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: A Bachelors Degree in Architecture (or relevant qualification); Compulsory registration with SACAP as a Professional Architect; A minimum of 3 years post qualification architectural experience; A valid driver's licence. Recommendation: Experience of contract documentation and administration, acts/regulations of OHS and relevant SANS. Competencies: Knowledge and Experience of the following: architectural planning & design, producing construction documentation and administration of the JBCC 2000 PBA and NEC3 ECC contracts, Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; optional experience in using Autodesk Revit and legal compliance with various acts including the Occupation Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; project management, financial management principles. Ability

to work under pressure and meet. Self-motivated. Conflict. Leadership, communication, organising and teamwork. Verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform architectural activities on state owned or lease buildings, structures or facilities; Project management, administration and budget planning; Human Capital development; Research and professional development.

ENQUIRIES : Mr C Lourens Tel No: (021) 483 8262

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/150 : **ASSISTANT DIRECTOR: MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 32/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/National or relevant qualification) in Urban/ Town and Regional Planning; A minimum of 3-years post qualification Town and Regional Planning experience; Registration with SACPLAN as a professional Town and Regional Planner on appointment; A valid driving licence. Recommendation: None. Competencies: Proven project management and administration skills; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to interpret relevant public service legislation, policies, prescripts and procedures; Report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Influence forward planning through the IDP and sectoral plans, Render technical support in Project planning and packaging, Undertake research/ analysys to minitor progression of projects, Provide inputs for SCOPA, parliamentary enquiries as well as for Minister briefing, Assist and contribute to the Development Plans for Priority Human Settlement and Housing Development Areas (PHSHDAs), Support the coordination of project identification, planning, bugdeting and implementation with provincial sector departments, Delegate and commit tasks to Candidate Planner, Manage leave, performace reviews and related HR matters, Ensure spending consistent to PFMA.

ENQUIRIES : Mr David Alli Tel No: (021) 483 4145

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/151 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOI 37/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : A relevant 3-year tertiary qualification (National Diploma/ B-Degree or Higher); A minimum of 3 years experience in a management environment; A valid code 8 driver's licence. Recommendation: N/A. Competencies: Extensive knowledge in the following; National, Provincial and Departmental Policies, Frameworks, prescripts and practices related to the Department; Planning, Programme/Project Management, Data Analytics, Research, Monitoring and Evaluation processes and procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Propection Personal information Act; line functions and Departmental structure. Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy.

DUTIES : Assist with the development of Departmental Performance information policies, frameworks and procedures; Assist with the collation of Performance Information Management for Departmental Statutory Reporting (i.e. SP, APP, AR, QPR); Research and analysis on Monitoring and Evaluation Projects data; Verify and validate performance information on a regular basis to measure achievement against the performance indicators; Provide support to the management of the Sub-Directorate in terms of administrative activities that support the effective operations of the Sub-Directorate.

ENQUIRIES : Mr B Rahim at 082 873 6367

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/152 : **ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: DOI 29/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant administrative experience in Property Management or similar environment. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience working in Property Management; Project Management; Understanding; of Conveyancing Principals; Town Planning knowledge. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures, and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional, and local political,

economic, and social affairs impacting on the Western Cape Government; National and provincial strategies and policies on infrastructure, Provincial Strategic Plan, Western Cape Infrastructure Framework. Skills needed: Communication (written and verbal); Strategic thinking; Project management; Sound organizing; Planning; Time management; Initiative and creativity; Liaise with personnel at all levels; Presentation; Decision making; Ability to do the following: Engage in both independent research and as part of a team; To access research sources; Perform under pressure; Function as a team member.

DUTIES : Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process and in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyze all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the ;Department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan; Execute and implement acquisition of Immovable Property and Immovable Assets as per ad hoc approved requests for the Client Departments; Execute the following: The donation of immovable assets; Land Exchanges; The transfer of immovable assets in terms of the function asset follows function; Implement and Execute the Disposal of redundant properties of the Department and Public Works as per the requirements of the WCLA; Implement and Execute the Demolition of Buildings/ Structures; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate; Assist with the development and maintenance of acquisition programmes in line with the Directorates function.

ENQUIRIES : Ms E van der Westhuizen Tel No: (021) 483 5532
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/153 : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE REF NO: DO I41/2024**

SALARY : R410 388 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession(SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Recommendation: Competencies: Knowledge and experience in the following: Project management; Legal compliance; Architectural planning; Research and development; Computer-aided architectural applications; Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Proven computer skills; Planning and organising skills; People management skills, Good analytical , problem solving, Interpersonal and organizational skills, written and verbal communication skills, Computer Literacy (MS Project, Word, Excel and PowerPoint).

DUTIES : Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying Architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on Architectural-related matters.

ENQUIRIES : Mr Daniel Nugent Tel No: (021) 483 8084
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/154 : **CHIEF WORKS INSPECTOR (ELECTRICAL): HEALTH INFRASTRUCTURE REF NO: DOI 34/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Technical experience of Occupational Health and Safety Act and regulations. Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] Skills: Compilation of specifications and tender regulations; Proven computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.
- DUTIES** : Deliver infrastructure maintenance, upgrading and minor new works of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
- ENQUIRIES** : Mr Kevin Kameri Tel No: (021) 483 5362
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/155** : **ADMINISTRATIVE OFFICER: PROVINCE: MONITORING AND EVALUATION REF NO: DOI 36/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A relevant tertiary qualification (National Diploma or or equivalent qualification); with a minimum of 3 years relevant experience. A valid code 8 drivers licence. Recommendation: None. Competencies: Knowledge and understanding in the following: Monitoring and Evaluation practices. Modern systems of governance and administration. Latest advances in public management theory and practice. Policies of the government of the day; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Constitutional, legal and institutional arrangements governing the South Africa public sector. Policy development. Government planning processes and cycles. Departmental operations. Inter-governmental and international relations.
- DUTIES** : Assist with the development, implementation, monitoring and review of the Monitoring and Evaluation System; Assist with the alignment of departmental policies, strategic planning and budget processes; Provide administrative support with Performance Monitoring, Evaluation and Reporting processes; Assist with the development of operational reviews and review of sub-directorate operations; To ensure horizontal and vertical alignment with programme office and other relevant Provincial and National Departments; Provide high level administrative support.
- ENQUIRIES** : Mr B Rahim at 082 873 6367
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/156** : **CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE (GEORGE) REF NO: DOI 38/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or NTC 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Experience in the preparation of tender documentations and specifications; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of the following: Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Written and verbal communication in two of the three official languages of the Western Cape Province; Interpersonal relations; Proven computer literacy (MS Office); technical experience of building matters; familiar with contract administration and experience in the preparation of tender documentation and specifications.
- DUTIES** : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documents and specifications; Supervise and exercise quality control on projects; Manage contract administration.
- ENQUIRIES** : Mr Jean de Villiers Tel No: (044) 813 2801
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/157 : **CHIEF WORKS INSPECTOR (MECHANICAL), HEALTH AND EDUCATION INFRASTRUCTURE REF NO: DOI 43/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or NTC 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence and willingness to travel regularly. Minimum of 5 years building construction on-site experience. Technical experience of mechanical matters, familiar with contract administration and Occupational Health and Safety Act and relevant regulations Recommendation: 8 years or more building construction on-site experience; Appropriate experience in the mechanical environment. Contract administration with regards to the installation and maintenance of lifts, air conditioning, refrigeration, fire-fighting equipment, fi
Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations; [Electrical wiring code], compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new work of Health and Education Facilities; Ensure that project management and administration in respect of scheduled and unscheduled maintenance work are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health and Education Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/158 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: DOI 39/2024 (X2 POSTS)**

SALARY : Grade A: R353 013 per annum
Grade B: R398 865 per annum
Grade C: R451 587 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience in Radio communications in the public safety environment. A valid Code B (or higher) driving license. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).

DUTIES : Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES : Ms M Van Wyngaart Tel No: (021) 959 7700 and email address: Marilise.vanwyngaardt@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/159 : **ARTISAN FOREMAN (GRADE A): (BELLVILLE AND OUDTSHOORN) CENTRAL MECHANICAL WORKSHOP REF NO: DOI 33/2024**

SALARY : Grade A: R344 811 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Knowledge of basic welding; Experience in electric, hydraulic and air brake system. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.

- DUTIES** : Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S&T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.
- ENQUIRIES APPLICATIONS** : Ms Marilise van Wyngaardt Tel No: (021) 959 7700
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/160** : **STATE ACCOUNTANT: BOOKKEEPING AND CLAIMS REF NO: DOI 45/2024**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: A Grade 12 certificate or equivalent with Accountancy or Mathematics as passed subjects; A minimum of 6 years appropriate experience in financial accounting. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills required: Computer; Planning and organising; Language; Good Verbal and written communication.
- DUTIES** : Debt management; Disclosures in the financial statements and reporting; Supervise employees to ensure an effective financial accounting service; Monitoring and reporting on revenue and receivables.
- ENQUIRIES APPLICATIONS** : Ms Sonia Farao Tel No: (021) 483 5514
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/161** : **TRADE WORKER (BELLVILLE) REF NO: DOI 69/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 or equivalent qualification; A valid (Code EC or higher) driving license. Recommendation: Relevant experience. Competencies: Skills needed: Good verbal and written communication; Good people skills; Client orientated; Planning and Organising.
- DUTIES** : Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the mechanics in servicing the earthmoving equipment using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the mechanics; Remove heavy objects using the fork lifter; Take vehicles for roadworthy test; Transport and collect vehicles to the agents; Load and unload the transporter; Helping the artisans with condition report; Do fault finding and diagnosis in the equipment; Heat and cut the components with the cutting torch; Rust repairs and spray painting of Earthmoving equipment; Steam cleaning equipment before spray painting; Straightened and aligning of panels; Mixing of paint; Cleaning of spray boot; Making sure extractor fans is in good working condition; Draw of different paints and thinners and other materials to be used from stores; Preparing surface before welding; Welding frames for signboard; Able to do Arch welding, Mig welding, Gas welding, brazing and soldering; Able to cut material with cutting torch, plasma cutter and electrical cutter (e.g. grinder) as required; Warm up seized and rusted bolts and pins to be removed from earth moving equipment; Weld on new wear plates to the Frontend Loaders buckets and cracks on Grid Rollers frames; Removing from Earth Moving Equipment components to be repaired by welder and assemble; Operating Fork Lifter when required.
- ENQUIRIES APPLICATIONS** : Ms M van Wyngaardt Tel No: (021) 959 7700
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be

considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

DEPARTMENT OF THE PREMIER

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

OTHER POSTS

- POST 12/162** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO: DOTP 25/2024**

- SALARY** : LP 7: R844 572 per annum, (all-inclusive salary package), (OSD as prescribed)
LP 8: R991 233 per annum, (all-inclusive salary package), (OSD as prescribed)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney;
LP 7: A minimum of 5 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector. Recommendation: Experience in forensic investigations at manager level or criminal prosecutions or a related field; Experience in at least two of the following fields of specialisation, with a demonstrable interest in remaining fields: Criminal Law and Procedure; Law of Competencies: Knowledge of the following: Extensive experience in at least two of the below fields of specialisation, with a demonstrable interest in remaining fields: Criminal Law and Procedure, Law of Evidence, Constitutional Law, Labour Law and Administrative Law; A firm understanding of the legislation relating to Public Service, Public Finance and supply chain, Protected Disclosures and Protection of Personal Information; Legal drafting experience; Experience in presenting evidence and admissibility requirements and a keen interest in forensic investigations and fact finding. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal).
- DUTIES** : Forensic Services Methodology and Strategy: develop the legal risk, quality assurance and improvement programme to enhance knowledge of legislation, prescripts and legal precedents applicable to investigations; Legal advisory: Provide legal advice on legal issues or risks identified during forensic investigations; Quality assurance: quality assure forensic investigation reports from a factual, evidentiary and legal perspective; Institutional knowledge management: keep abreast of the law and precedents and capacity building of broader team.
- ENQUIRIES** : Mr R Janse van Rensburg Tel No: (021) 483 0901
- CLOSING DATE** : 06 May 2024

- POST 12/163** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 20/2024**

- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Appropriate tertiary qualification (B-Degree/Advanced Diploma or higher) majoring in Accounting and Auditing; A minimum of 3 years experience in Internal or External Audit or similar environment. Recommendation: Studying towards or having professional certification. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.
- DUTIES** : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment and

evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.

ENQUIRIES : Mr M Williams Tel No: (021) 483 3724
CLOSING DATE : 06 May 2024

POST 12/164 : **ASSISTANT DIRECTOR: POLICY AND STRATEGY RESEARCHER REF NO: DOTP 23/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Public Policy, Public Administration, Economics and/or related fields; A minimum of 3 years relevant experience
Recommendation: A post-graduate qualification in public policy, public administration, development studies, economics and/or related field; Experience in the following: Social and economic policy development and implementation or related environment; A valid driving licence
Competencies: Knowledge of the following: Leading and Supervising; Delivering Results and Meeting Customer Expectations; Writing and Reporting; Analysing; Deciding and Initiating Action; Working with People; Following Instructions and Procedures; Relating and Networking; Presenting and Communicating Information; Persuading and Influencing; Planning and Organising; Applying Expertise and Technology; Presenting and Communicating Information.
Skills needed: Numeracy, Literacy, Driving, Computer Literacy, Language Skills, Project Management, Economic and financial analysis; Able to work collaboratively and flexibly across teams within the organisation; Networking and network formation skills; Critical thinking, innovation, and problem-solving skills; Ability to analyse, conceptualise and implement policy and strategy; Monitoring evaluation and reporting; Strong inter-personal, communication, and relationship management skills; Research skills; Presentation skills; Verbal and written communication skills, including social media skills; Planning, organising and people management skills; Ability to work independently and as part of a team; Communication skills (written and verbal); Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in applications; Team building and strong interpersonal skills; Outstanding planning, organizing, and people management skills.

DUTIES : Conduct research; Contribute to the development and implementation of policies and strategies; Render communication and stakeholder management services; Manage strategic partnerships; Coordinate and manage the assessment of the planning processes related to annual performance plans and strategic plans and Coordinate and manage processes related to policy and regulatory development.

ENQUIRIES : Dr H Fast Tel No: (021) 483 5459
CLOSING DATE : 06 May 2024

POST 12/165 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B) REF NO: DOTP 24/2024 (X3 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics or internal audit environment. Recommendation: A post graduate qualification in Commerce, Law, Auditing, Forensics, BCom IT or Informatics. Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). A valid driving licence (Code B or higher).Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.
Competencies: Knowledge of the following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial and Local government; Fact-finding techniques and investigative procedures applicable to forensic audit/investigations; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge of writing scripts for queries to identify and detect possible incidents of fraud in data; Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.Ability to work independently and as part of a team.

DUTIES : Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Drafting factual reports containing appropriate findings and recommendations and the follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Performing fraud prevention and detection functions; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby Tel No: (021) 483 4593

CLOSING DATE : 06 May 2024

POST 12/166 : **CHILDRENS COMMISSIONER OFFICER REF NO: DOTP 08/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving licence. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Childrens Commissioner; Support the Western Cape Childrens Commissioner functions, as well as Childrens rights with identified audiences; Provide information and advice on childrens rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. T Goldschmidt - Tessa.Goldschmidt@westerncape.gov.za
CLOSING DATE : 06 May 2024

POST 12/167 : **POLICY AND STRATEGY RESEARCHER: INNOVATION REF NO: DOTP 19/2024 (X2 POSTS)**
12 Month Contract

SALARY : R424 104 per annum (Level 09). Plus 37% in lieu of benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Public Policy, Law Economics, Planning, Built Environment and/or related fields; A minimum of 3 years relevant experience Recommendation: A post-graduate qualification in the Social Sciences and/or related field; Experience in the following: Social and economic policy development and implementation or related environment; A valid driving license (Code B or higher). NB: People with disabilities. Competencies: Knowledge of the following: Strategy development support, monitoring and review processes; Policies of the government of the day; Provincial policy and strategy development processes; Latest trends in public sector innovation and innovative methodologies; Provincial strategy ‐ PSP and Recovery Plan; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the WCG; Project management; Applied innovative methodologies; Managing stakeholder relations. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Design (web design, in-design); Strategy development; Research; Facilitation; Planning; Presentation. Ability to: Conceptualise, analyse, interpret, synthesise and present (qualitative and quantitative) complex information; Work collaboratively and flexibly across teams within the organisation.

DUTIES : Render implementation support on the Innovation for Impact implementation plan; Assist with the following: Strategy development and implementation of the innovation implementation plan to rollout the activities in the plan; Assist the innovation team to: Identify, develop and/or strengthen and manage strategic partnerships in relation to the areas of work; Support the Director General and VIP 5 Innovation and Culture lead on key for a in relation to the innovation programme and related initiatives; Developing innovation capabilities towards the attainment of the WCG provincial strategic priorities and outcomes; Capacity building and implementation support of key strategic programmes and projects.

ENQUIRIES : Mr T Görgens Tel No: (021) 483 3082
CLOSING DATE : 29 April 2024

POST 12/168 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 21/2024 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3-years experience in a Recruitment and Selection environment at a administrator/recruiter level. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising senior and executive management on

the recruitment and selection Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyze information; Ability to work under pressure and meet deadlines.

- DUTIES** : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.
- ENQUIRIES** : Mr F Gerber Tel No: (021) 483 6028 OR Email: Ferdinand.Gerber@westerncape.gov.za
- CLOSING DATE** : 29 April 2024

PROVINCIAL TREASURY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 06 May 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 12/169** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 16/2024**

- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years management experience in strategic management environment or related. Recommendation: None. Competencies: Knowledge of governments strategic planning, monitoring, reporting and BizProjects processes; Analytical and strategic thinking; Policy analysis and interpretive skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Planning and organising skills; People Management.

- DUTIES** : Proactively facilitate the Departments multi-term annual planning cycle in close collaboration with the CFO; Proactively facilitate departmental Batho Pele/service delivery improvement initiatives; Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management processes of the Departments line and staff function components; Proactively facilitate organisational performance monitoring and reporting as per departmental strategic and annual performance plans; Proactively facilitate programme and project performance monitoring and reporting as per Provincial Strategic Goals (PSG's) and other requirements; Coordinate policy and strategy impact assessments in conjunction with line functionaries; Supervise staff, manage workloads and day-to-day workflow; mentor, coach and do staff appraisals.

- ENQUIRIES** : Mr B Damons Tel No: (021) 483-6127

- POST 12/170** : **ASSISTANT DIRECTOR: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 15/2024**

- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification NQF 6 (National Diploma or higher qualification); A minimum of 5 years experience in Supply Chain Management. Recommendation: Demand Management, Annual Procurement Plan, Contract Management, Performance and Risk Management, Compilation of Specifications and execution thereof; Understanding and interpretation of Supply Chain Management policies, practices, prescripts/circulars, I Competencies: Knowledge of the following: Supply Chain Management legislation and policies; Proven computer literacy; Skills in the following: Client orientation and Communication skills;

Good project planning and organising skills; Supervisory skills; Monitoring, evaluation and reporting skills.

DUTIES : Coordinate, review, undertake and implement the supply chain demand management process and policies; Maintenance and management of Departmental Assets; Render effective Contract Management services; Render risk management and performance monitoring services with regard to supply chain internally and externally; Supervise and mentor sub-ordinates.

ENQUIRIES : Ms T Ndlazi Tel No: (021) 483 8915

POST 12/171 : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 3 REF NO: PT 14/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Finance; A minimum of 3 years accounting experience in municipal accounting in a finance department; A valid (Code B or higher) driving licence. Recommendation: Experience in Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: Knowledge of municipal accounting systems; Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

DUTIES : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

ENQUIRIES : Mr F Salie Tel No: (021) 483 4252

POST 12/172 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 17/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree, equivalent or higher) in Information Management, Information Technology or a relevant field. A minimum of 3 years appropriate experience in technical editing/ formatting of various publications, electronic filling. Recommendation: Electronic filling and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management. Willing to work irregular hours. Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.

DUTIES : Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other Provincial Treasury publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.

ENQUIRIES : Ms S van der Merwe Tel No: (021) 483 4433

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

CLOSING DATE : 06 May 2024

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

OTHER POSTS

POST 12/173 : **SOCIAL WORK MANAGER: PROGRAM IMPLEMENTATION AND COORDINATION (VREDENBURG) REF NO: DSD 23/2024**

SALARY : Grade 1: R878 778 - R986 535 per annum, (as prescribed by OSD)
Grade 2: R1 045 374 - R1 208 637 per annum, (as prescribed by OSD)

CENTRE : Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions(SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving license.; Recommendation: None. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	:	Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms A van Reenen Tel No: (021) 483 0567
<u>POST 12/174</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (DRAKENSTEIN) REF NO: DSD 25/2024</u>
<u>SALARY</u>	:	R432 348 - R500 715 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Mr WJ du Toit Tel No: (022) 713 2272
<u>POST 12/175</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 24/2024 (X5 POSITIONS AVAILABLE IN ATLANTIS)</u>
<u>SALARY</u>	:	Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed) Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience. Recommendation: Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points

where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Ms I Koen Tel No: (021) 814 0154

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

CLOSING DATE : 06 May 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 12/176 : **DEPUTY DIRECTOR: FLEET OPERATIONS REF NO: WCMD 20/2024**

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

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); 6 years fleet management experience, with a minimum of 3 years at middle management level; A valid code B (or higher) driving licence. Recommendation: Experience in the following: Budget and financial management; People management; Driving client service; Supply chain management, including contract management and tender compilation. Competencies: Knowledge of the following: Public Finance Management Act (act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (cir 2 of 2019). National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS). Skills needed: Excellent communication (written and verbal) in two of the three official languages of the Western Cape; Leadership; Planning and organising; Proactive thinking; Solution Orientated; Decision making; Research; Presentation; Computer literacy (MS office package)

DUTIES : Keep the GMT vehicle fleet within its economic life cycle; Monthly auctions of vehicles; Prepare weekly vehicle withdrawal schedules; Asset inspections; Management of prototype builds and vehicle conversions; Additional vehicle equipment fitment/installation; Manage the acquisition and allocation of the annual GMT vehicle replacement programme; Maintain the GMT vehicle asset register; Service and maintenance of vehicle fleet; Fuel management; Fuel card provisioning and fraud prevention and/or investigations; Vehicle tracking; Vehicle registration and licensing; Manage GMT fleet rentals; Vehicle take-ins; Co-ordinate subsidised motor transport and People Management.

ENQUIRIES : Mr Y Ahmed Tel No: (021) 467 4717

POST 12/177 : **CHIEF PROVINCIAL INSPECTOR: REFRESHER TRAINING REF NO: WCMD 21/2024**

SALARY : R527 298 per annum (Level 10)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : National Diploma/B degree (or equivalent qualification); EO and EDL qualifications; Must be in possession of a Basic Traffic Diploma; A minimum of 7 years' experience in Traffic Law Enforcement, of which 3 years should be at a supervisory level; A valid code A and EC driving licence. Recommendation: Registered Traffic Officer with 10 years experience in Traffic Law

Enforcement, of which 5 years should be at a supervisory level. Working knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sect. Competencies: Knowledge of quality assurance and the overall process; the Public Financial Management Act, GG Policies as well as various procurement processes and applicable policies and procedures (extensive). Skills required: Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Report writing; computer literacy (MS Word, Excel, PowerPoint); Research skills to use the appropriate methods to collect and report accurate information; Knowledge of project administration, managerial and administrative skills; Planning, organising,; communication and interpersonal skills; Ability to work under pressure and meet deadlines; Training and facilitating; Leadership.

DUTIES

: To implement the process of quality assurance and transversal monitoring and evaluation and impact assessments resulting in best practises and possible improvements; To provide input to the development and maintenance of high-level road safety systems, innovative technological models to improve service delivery and to provide reliable and meaningful information and feedback reports; To assist in the compilation of annual Workplace Skills Plan to SASSeta. Assist in the monitoring and evaluation of internal and external good governance through the adherence to policies and procedures of the quality Management system (QMS) transversally within the Chief Directorate: Traffic Management; To assist in the development, maintenance, upgrading and implementation of the Quality Management System to ensure compliance for accreditation in terms of Safety and Security Sector Training authority (SASSeta) and Local Government Seta (LGSeta) requirements; To supervise the performance of human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; To provide input to the budget, assist with budget administration and assist in the recommendation of accredited service providers in terms of departmental procurement policies; To assist in the establishment of a Traffic inspectorate to ensure policy compliance, investigation to damage and losses, major crash investigation and case monitoring, traffic law enforcement equipment qualitative standards, criminality, misconduct and a 24/7 complaints line to improve service delivery to the citizens and visitors in the Western Cape Province; To provide operational guidance for the development, implementation and adjustment of operational plans which links to the tactical and annual performance plan by facilitating operational planning sessions, managing resources and monitor the execution of projects; To perform specific data management and administrative functions which includes general administration, leave administration as per prescripts and policies, effective asset control management, fleet management and processing of losses. Adhere and promote statutory prescripts of the Code of Conduct of the Public Service and Labour Relations; To liaise with stakeholders through assisting in the organising and facilitation workshops with internal and external role players, input to the curriculum, courses and development of training material designs as well as attending forums and meetings as representative to ensure quality assurance and skills development.

ENQUIRIES

: Ms. Antoinette Fennie Tel No: (021) 983 1500 and email address: Antoinette.Fennie@westerncape.gov.za

POST 12/178

: **ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: WCMD 18/2024**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Western Cape Mobility Department, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma or higher) in Strategic Management/ Transport Policy/ Transport Economics; A minimum of 3 years appropriate experience in a strategic environment; A valid drivers licence or alternative mode of transport. Recommendation: An appropriate post-graduate qualification in Strategic Management, Transport Economics, Research, Monitoring and Evaluation or Policy development. Competencies: Knowledge of the following: Strategic planning and reporting processes; People Management and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office packages).

DUTIES

: Provide support to the compilation of the departmental strategies and plan (Strategic Plan and Annual Performance Plans (APP), Annual Operations Plans, Business Plans); Provide support with the development and alignment of departmental strategic objectives and performance indicators with national and provincial outcomes and objectives; Provide support to the compilation of departmental annual, mid and end reports; Provide support to the Operations Management Framework /Service Delivery Improvement Programme; Managerial functions.

ENQUIRIES

: Ms P Mndita Tel No: (021) 0972/ 2403

POST 12/179

: **ASSISTANT DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 19/2024**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Western Cape Mobility Department, Western Cape Government
 : An appropriate 3-year B-Degree (equivalent or higher qualification); 3 years related logistic and/or financial or asset management supervisory experience; A valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: None. Competencies:

Knowledge of the following: Accounting; Public Finance Management Act; Logistic Information System (LOGIS); Asset Management; Proven computer literacy (MS Excel); Written and verbal communication skills.

DUTIES : Coordinate and review the processing of requisitions for goods and services and the safekeeping and distribution of goods. Coordinate the control of stock and the disposal of stock inventory. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers and monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Managerial functions.

ENQUIRIES : Ms RL Davids Tel No: (021) 483 4505

POST 12/180 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 17/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment. Competencies: Knowledge and understanding of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions, Public Service Act, 1994, as amended, Basic Conditions of Employment Act., BAS, LOGIS, Database Management, Information and Records Management, Staff Performance Management System (SPMS). Communication (written and verbal) skills. Computer literacy in MS Excel and MS Word. Interpersonal skills. Organising and planning skills. Problem-solving skills. Record keeping skills. Basic numeracy skills.

DUTIES : Cashier duties; collect, verify and record revenue received; safeguarding of cash on hand and petty cash; daily reconciliation between money received and receipts issued; issuing of receipts; completion of deposit slips; filing and safeguarding of source documents and face value forms; update registers and statistics; draft letters and/or other correspondence when required; banking services; allocate revenue and debits from PMG account; reconcile and clear bank interfaces and exceptions; liaise with internal and external stakeholders in relation to revenue received; compile journals; capturing of Journals on BAS system; Bookkeeping duties; capturing of receipts on BAS system; processing of interdepartmental claims; keep and maintain the claims payable and recoverable registers; follow up on outstanding claims; request reports of ledger accounts and analyse all transactions; clearing of Ledger accounts; ensure correct record keeping of accounts; compile monthly stats; assist with closing of books; document control. Provide personnel administration clerical support services within the component; handle routine telephonic and e-mail enquiries; make photocopies and scan documents; keep and maintain the filing system; draft letters when required; keep and maintain the incoming and outgoing document register.

ENQUIRIES : Mr PS Marinus Tel No: (021) 483 5313