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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 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.

AMENDMENTS:

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE: Kindly note that the post of Specialist: Policy and Legislation Costing Ref No: CSP/05/2024 that was advertised in Public Service Vacancy circular no 21 of 2024. The salary notch is amended to R1 003 890. closing date 5 July 2024.

EASTERN CAPE: PROVINCIAL TREASURY: Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 21 dated 14 June 2024, the amendments are on contract period as follows: (1) Director: Information Communication Technology with Ref No: PT 02/05/2024 (3-year contract, renewable for further 2 years based on performance). (2) Admin Officer: Project Management (5 posts) with ref No: PT 18/05/2024 - (3-year contract, renewable for a further 2 years based on performance). (3) ICT Practitioner with Ref No: PT 21/05/2024 (3-year contract, renewable for a further 2 years based on performance). The closing date will remain 01 July 2024.

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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** : 08 July 2024 at 12h00 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 22/01** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 0003/2024**
- SALARY** : R444 036 per annum (Level 09). Annual progression up to a maximum salary of R532 602 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : A three (3) year tertiary qualification (NQF Level 6) in Risk Management, Business Management/Administration, Financial Management and Public Management/ Administration. At least 3 - 5 years' experience in Audit, Risk and Fraud Management or related field, of which 2 years on a supervisory level. Knowledge: Public Finance Management Act (PFMA), 1999. Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004). National Treasury Regulations. Public Sector Enterprise Risk Management (ERM) Framework. Public Service Act, 1994 as amended. Public Service Regulations, 2016. Basic Conditions of Employment Act (Act 75 of 1997). Labour Relations, 1995. Employment Equity Act, 1998 (act 55 of 1998). King Report on Corporate Governance IV, Combined Assurance.
- DUTIES** : Implement, coordinate, and maintain the CPSI's Risk Management Framework, Fraud Prevention Strategy and Risk Registers. Identify and analyses risks in the respective business units. Profile key compliance aspects in relation to legislation, policies, procedures, controls and monitoring. Monitor the implementation of risk mitigation strategies and conduct risk management workshops, which entail educating and creating awareness on fraud risk and CPSI strategies to manage fraud risk. Ensure and maintain information management and record keeping within the Risk Management Unit. Assist in conducting risk assessments and control identification exercises, assess the identified risks in terms of their likelihood, prepare and update risk registers regularly, and analyses the risks associated with each applicable financial and operational assertion. Monitor and evaluate the effectiveness of risk management practices within the CPSI. Prepare and present Risk Management Reports to Management, EXCO, and the Audit and Risk Committee. Set up and/or review risk appetite and risk tolerance levels of the CPSI in collaboration with members of the Executive Management Team. Serve as secretariat for EXCO and the Audit and Risk Committee. Manage staff and general office administration of the Executive Director's office. Personal Profile: Knowledge and practical experience in planning, organizing, financial management, report writing, and communication. Advanced problem-solving skills, computer literacy, analytical, client-oriented, project management, team leadership, and people management. Strong attributes in client service, integrity, accountability, focus, and loyalty. Ability to work independently under pressure and for long hours. Professional Membership: Affiliation with Institute of Risk Management SA would be an added advantage.
- ENQUIRIES** : Ms. Tshepo Buthelezi Tel No: (012) 683 2817

DEPARTMENT OF CORRECTIONAL SERVICES



APPLICATIONS : All applications must be forwarded to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Ms TP Ngobeni Tel No: 012 305 8589 or Ms Khumalo NS 012 307 2174.

CLOSING DATE : 12 July 2024 at 15h45

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Some of the above posts are re-advertised, candidates who previously applied need to re-apply. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application.

OTHER POSTS

POST 22/02 : **CHIEF PSYCHOLOGIST GRADE 1: REF NO: HO 2024/06/01**

SALARY : R1 703 409 per annum (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : Appropriate qualifications (Master's degree) that allow registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant registration category (eg Clinical, counselling, Educational, Industrial, Research Psychology). Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate experience as Clinical Psychologist after registration with HPCSA as Clinical Psychologist. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, understanding of White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Assessment and evaluation, research, ethics and standards, supervision, interpersonal relationships. Strategic capability and leadership. Service delivery innovation client orientation and customer focus financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Manage the development of policies, procedures and standards in accordance with applicable legislation related to psychological services and monitor the implementation thereof for the treatment of inmates. Provide strategic leadership and direction for Psychologists in the department. Foster a working relationship with academic institutions, local and international psychology organisations including relevant cluster departments. Ensure the provision of

Psychological Services to incarcerated persons (including special categories of offenders). Develop a centralized database and information system for Psychological Services for monitoring performance information on relevant output and outcome indicators. Ensure participation in inter-sectorial, inter-departmental, inter-branch, multi- 7 disciplinary and/ or cluster task teams (including provisioning of managerial, technical and administrative support services). Effectively manage risks within the Directorate: Psychological Services. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 22/03 : **DEPUTY REGIONAL COMMISSIONER: REF NO: HO 2024/06/02**

SALARY : R1 461 492 per annum (all-inclusive package)
CENTRE : Free State and Northern Cape region
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Behavioural Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of Communication Services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.

ENQUIRIES : Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 22/04 : **DEPUTY COMMISSIONER: LEGAL SERVICES: REF NO: HO 2024/06/03**
 (Re-Advertisement)

SALARY : R1 461 492 per annum (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate LLB degree or equivalent Law degree (NQF level 7) as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. five (5) Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Valid driver's licence. Computer literacy. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council. Competencies and Attributes: Understanding of South African Law and regulatory framework. Financial management skills. Strategic capability and leadership. Policy development and implementation. Communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

DUTIES : Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Advise on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 22/05</u>	:	<u>DEPUTY COMMISSIONER: EMPLOYEE RELATIONS: REF NO: HO 2024/06/04</u> (Re-Advertisement)
<u>SALARY</u>	:	R1 461 492 all-inclusive package
<u>CENTRE</u>	:	National Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent qualification. (5) Years' senior managerial level experience in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Manage the development, implementation and coordination of employee relations strategies, policies, codes and practices. Monitor the effectiveness of the employee relations environment. Directing the activities of the employee relations environment. Manage activities pertaining to grievance, discipline and dispute resolution. Manage collective bargaining in DCS. Provide leadership and strategic direction within the Chief Directorate. Manage the promotion of gender and employment equity in the DCS. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 22/06</u>	:	<u>DIRECTOR: FACILITIES MANAGEMENT: REF NO: HO 2024/06/05</u>
<u>SALARY</u>	:	R1 238 355 per annum (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior managerial level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). competencies and attributes: Engineering, artisan and production workshop management. Facilities and technical management. Understanding of DCS environment. Knowledge of relevant prescripts. Care, planning and coordination. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication, project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising and conflict management skills. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates.
<u>DUTIES</u>	:	Ensure quality facilities planning and proper works standards are maintained. Identification of substandard building planning services. Draw up strategies to improve sub-standard buildings in the regions. Manage and ensure building and ensure proper work standards. Manage the assessments of building projects requirements at all correctional centres. Manage the undertaking of preliminary feasibility studies of proposed sites for building. Oversee the development/maintenance of building work standards in DCS. Assess building maintenance requirements. Plan/co-ordinate maintenance activities at correctional centres. Manage the procurement of rented office accommodation. Investigate and scrutinize applications for rented accommodation. Facilitate the obtaining of new accommodation. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 22/07</u>	:	<u>AREA COORDINATOR: FINANCE REF NO: HO 2024/06/06</u>
<u>SALARY</u>	:	R1 238 355 per annum (all-inclusive package)
<u>CENTRE</u>	:	Gauteng region: Johannesburg Management Area
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial and Management Accounting or equivalent. Five (5) Years' of experience at a middle/senior

managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Understanding of Treasury Regulations, Tax Legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes. Competencies And Attributes: Communication skills. Financial and management accounting knowledge. Managerial skills. Change management skills. Strategic leadership. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Project and programme management. Ability to make and implement decisions.

DUTIES : Manage and render supply chain management services in the management area. Coordinate the rendering of procurement and demand services. Render logistics and disposal management services. Manage and render financial and management accounting services in the management area. Manage and monitor the effective utilisation of the management area budget. Manage the collection of revenue in the management area. Manage and render financial accounting services in the management area. Render and monitor expenditure control. Develop and implement strategies to ensure compliance to set internal controls within the department. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 22/08 : **DIRECTOR: AREA COMMISSIONER**

SALARY : R1 238 355 per annum (all-inclusive package)
CENTRE : Gauteng region: Bavianspoort Ref No: HO 2024/06/07
 Krugersdorp Ref No: HO 2024/06/08
 KwaZulu Natal region: Pietermaritzburg Ref No: HO 2024/06/09
 Empangeni Ref No: HO 2024/06/10
 Limpopo, Mpumalanga and Northwest region: Witbank Ref No: HO 2024/06/11

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle management/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

DUTIES : Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 22/09 : **DIRECTOR: OFFENDER SPORTS, RECREATION, ARTS AND CULTURE: REF NO: HO 2024/06/12**

SALARY : R1 238 355 per annum (all-inclusive package)
CENTRE : National Head Office, Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Sports Management, Social Science, Biokinetic or equivalent qualification. (5) Years of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required

Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Understanding of DCS environment. Understanding of the justice cluster and relevant prescripts. Case management. Social cohesiveness. Screening and assessment. Care, planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Decision making, problem solving, networking/liason with stakeholders, negotiation, organising, conflict management and analytical thinking skills. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards. Information and knowledge management. Corrections management. Sport and recreation management. Management of overcrowding. Continuous risk assessment tool. Personal development.

DUTIES

: Manage, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the coordination of sports and recreation. Manage the coordination of arts and culture. Manage and ensure the effective and efficient coordination of sports, recreation, arts and culture. Ensure effective program design and development. Ensure proper research and development of the program with regard to sports, recreation, arts and culture. Manage the correctional centres libraries. Monitor, develop and evaluate effective and efficient informative correctional centre libraries. Ensure the effective and efficient administration of libraries. Management of human resources, finances and assets. Management of performance information.

**ENQUIRIES
NOTE**

: Ms TP Ngobeni Tel No: (012) 012 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 22/10

: **DIRECTOR: HEAD OF CORRECTIONAL CENTRE: REMAND DETENTION FACILITY (RDF)
REF NO: HO 2024/06/13**

**SALARY
CENTRE
REQUIREMENTS**

: R1 238 355 per annum (all-inclusive package)
: Western Cape region: Pollsmoor
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and attributes: Strategic capability and leadership. Plan, organise, lead and control. Policy development, diversity management, project and programme management, conflict management, financial management, facilitation, transformation management, change management, advanced computer literacy, problem solving and decision-making and communication skills (verbal and written). Service delivery and client orientation. Sound work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

DUTIES

: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Remand Detention. Management of detention administration and caseflow. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Management of detention special categories. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of remand detainees bail. Manage internal security by ensuring that standby lists are available, sufficient security in centres and searching is done continuously according to registers etc. Manage the provision of social work services, spiritual/moral development. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES
NOTE**

: Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 22/11

: **DIRECTOR: ADMINISTRATION REF NO: HO 2024/06/14**

**SALARY
CENTRE
REQUIREMENTS**

: R1 238 355 per annum (all-inclusive package)
: National Head Office: Office of the Commissioner
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science. Five (5) years' experience at middle management or senior managerial level in a comparable environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of

the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Assist in establishing the strategic direction of the component to ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the components balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of policies, directives, acts and regulations. Provide leadership and high-level coordination of the workflow in the office of the Commissioner. Develop and implement sound, effective and efficient administrative systems and workflow procedures. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance, assets and performance information.

ENQUIRIES : Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 22/12 : **REGIONAL HEAD: INCARCERATION, CORRECTIONS AND REHABILITATION**

SALARY : R1 238 355 per annum (all-inclusive package)
CENTRE : KwaZulu Natal region Ref: HO 2024/06/15
 Limpopo, Mpumalanga and North west region Ref: HO 2024/06/16

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 Years of experience at a middle/senior managerial level. Security Clearance will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity and honesty, confidentiality, interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy and tactful, influence and impact.

DUTIES : Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services. Incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 22/13 : **AREA COORDINATOR: INCARCERATION, CORRECTIONS AND REHABILITATION REF NO: HO 2024/06/17**

SALARY : R1 238 355 per annum (all-inclusive package)
CENTRE : Western Cape region: Pollsmoor

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at a middle/senior managerial level in a similar environment. Security Clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Programme management and development. Knowledge of Public Service Act, regulations, policies and procedures. Knowledge and experience of problem-solving techniques. Project management, presentation, communication, report writing and research skills.

DUTIES : Manage the effective health care of offenders in the management area. Co-ordination of policy on health care in the management area. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services in the management area. Quality assessment of services. Manage spiritual care services to offenders

in the management area. Co-ordination of policy on spiritual care services to offenders in the management area. Quality assessment of religious care. Coordinates the collation and dissemination of security and corrections information. Implement and monitor corrections, security and facilities policies and procedures. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES
NOTE

: Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
: Appointment under the Correctional Services Act.

POST 22/14

: **REGIONAL HEAD: FACILITIES REF NO: HO 2024/06/18**

SALARY
CENTRE
REQUIREMENTS

: R1 238 355 per annum (all-inclusive package)
: Gauteng region
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior managerial level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Programme and project management. Engineering, legal and operational compliance. Engineering and operational communication. Process knowledge and skills mobile equipment operation and maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication, people management, planning and organization, conflict management and negotiation skills. Change management.

DUTIES

: The coordination of policy. Implementation of new policies, procedures and standards. Monitoring of the effectiveness of policies, procedures and standards. Maintain operational effectiveness. Implement maintenance strategy through the provision of appropriate structures, systems and resources. Quality assessment of facilities. Assessment of facilities on a continuous basis to ensure that proper maintenance is carried out and documented and maintenance teams are properly trained, housed, financed and equipped for their task. Ensure adherence to OHS Act. Ensure training is affected as required by the OHS Act. Ensure continuous updating of the building and maintenance programme for the Region. Ensure that priorities in the building and maintenance programme are still in line with departmental strategies and objectives. Ensure the effective and cost-efficient provision of municipal services in the region. Ensure that payment for services are done in a timeous manner. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES
NOTE

: Ms TP Ngobeni Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.
: Appointment under the Correctional Services Act.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia Pretoria 0001 or e-mailed to recruitment13@ipid.gov.za
- FOR ATTENTION** : Ms. P Mereko Tel No: (012) 399 0000
- CLOSING DATE** : 05 July 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 22/15** : **DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: Q9/2024/18**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : National Office (Pretoria)
- REQUIREMENTS** : An appropriate recognised Bachelor Degree or equivalent qualification at NQF Level 7 in Supply Chain Management/ Logistics / Public Procurement with (five) 5 years' relevant experience at Middle Management level or equivalent level is required. A valid driver's license. Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPFPA, Treasury Regulations, GIAMA and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Skills and Competencies: Good interpersonal and communication skills as well as advanced computer skills. The ability to manage staff and

draft relevant policies and/or reports as required. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated.

DUTIES

: Manage the monitoring and evaluation of compliance to the internal and external policies, systems and processes within SCM Unit; monitoring conducted and reported quarterly. Systems to monitor and evaluate implementation and compliance to Supply Chain and processes designed and maintained. Evaluations conducted and reported annually. Ensure that systems for the effective and efficient functioning of the component are developed and maintained. Ensure that budget is completed and submitted by stipulated due dates. Ensure that Annual and operational plans related to the unit are developed and submitted. Ensure that inputs to the Departmental Financial Statements and Annual Reports are provided. Non-compliance escalated to the CFO: Manage the demand support services; Design and develop demand management policies processes and procedures. Perform strategic and annual supply chain demand management planning. Monitor and review the demand management activities such as procurement management plan, ensuring whether specifications should contain any special conditions, ensure that tender/quotation specifications are compiled as required. Determine whether specification for the relevant commodity exists, if not oversee the collection and collect information and compile specification/terms of reference. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals where required. Manage acquisition for goods and services; Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Manage and ensure setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and oversee all the bidding process. Manage Departmental Contracts; Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. (c). Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage supply and logistics services; Design and develop logistics management policies processes and procedures. Perform strategic and annual supply chain logistics management planning. Monitor and review logistical management. Ensure the processing of requisitions for goods and services. Ensure placement of orders for goods and services. Ensure safekeeping and distribution of goods. Ensure that stock control is done. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics management practices. Manage procurement risks and performance; Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM system interventions. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier performance management. Manage the safeguarding of SCM information. Design and develop risk and performance management policies processes and procedures, perform strategic and annual risk and performance management planning. Manage lease and Assets including Disposal Management; Design and develop asset management systems, policies, perform strategic and annual physical asset management planning. Establish the asset management plan of the department. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers and maintenance of assets. Ensure maintenance of the asset register. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Develop and oversee the implementation of the disposal plan and identify assets for disposal. Develop asset needs assessment, facilitate recording of loss, damage or mismanagement of assets and mechanisms to safeguard assets. Ensure performance and management of lease processes.

ENQUIRIES

: Mr S Ndaba Tel No: (012) 399 0000

OTHER POSTS

POST 22/16

: **SENIOR LEGAL ADMINISTRATION OFFICER MR6 – OSD REF NO: Q9/2024/19**

SALARY CENTRE REQUIREMENTS

: R556 356 – R625 059 per annum (Basic notch plus benefits)
: National Office: Pretoria
: Degree in Law, on NQF 7 level, as recognized by SAQA. Eight (8) year's appropriate post qualification legal experience in investigations/forensic investigations and litigation. Admission as an Advocate or an Attorney will be regarded as an added advantage. A valid unendorsed Driver's License. Knowledge requirements: Expert understanding of Court processes, Administrative and Constitutional Law, Law of Evidence. In depth knowledge of Law of Delict,

Civil and General Litigation, the Public Finance Management Act, Criminal Law and the Criminal Procedure Act. Knowledge of the South African legal system and the legal fraternity. Knowledge of PAIA and POPI Acts. Knowledge of the IPID Act and Mandate. Skills and competencies: Financial Management. Communication skills (Verbal and written) Strategic capability and Leadership. Planning and organizing skills. Stakeholder Management. Interpersonal skills. Legal interpretation on legislation, policies and procedures within the public service. Presentation skills. Criminal procedure and practice Project management skills. Negotiation skills. Litigation skills. Analytical skills. Conflict resolution skills. Research skills

DUTIES : Provide Legal Advice / Legal Opinions: Research the applicability of legal principles on legal Opinion' Higher legal position of the Opinion, Conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions. Formulate questions to be answered on legal Opinions. Study and cite relevant cases on aspects related to legal Opinions. Provide recommendation and conclusion within permissible legal prescripts, Consult client to verify request for opinion and contents of the opinion upon finalisation. Liaise with stakeholders on legal interventions. Draft and/or edit legal correspondence on all legal administrative enquiries. Litigation management: Provide evidence in regard to possible settlement and negotiate settlement with opponent. Prepare instruction State Attorney and make recommendations for appointment of suitable Advocate to be appointed of suitable Advocate to be appointed if necessary. Monitor the court case from the inception to its finality finalisation. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution options for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Determines the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend matter. Consult with the relevant line function. Prepare brief advising the relevant authority seeking authority to institute or defend the Departmental legal position. Drafting of Practice Notes: To conduct research on criminal law matters. Conduct workshops on Practice Notes. Consider court judgements and the implication thereof on Investigations. Management of PAIA applications: Consider the legality of PAIA applications. Prepare monthly reports on PAIA applications. Consider the provisions of the POPI Act. Liaise with stakeholders to obtain required information and communicate with requesters on progress. Manage the Administration of the Unit: Provide inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan. Submit monthly and quarterly reports to the Director. Processing of applications for Policing Powers.

ENQUIRIES : Mr S Ramafoko Tel No: (012) 399 0066

POST 22/17 : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: Q9/2024/21**

SALARY : R444 036.per annum (Level 09)
CENTRE : National Office (Pretoria)
REQUIREMENTS : NQF level 7 in Security Risk Management, Public Administration/Management, Social Science or equivalent relevant qualifications. 3 - 5 years' administrative / supervisory experience in Risk, Anti-Corruption and Integrity Management environment.

DUTIES : Implement ethics management policies and procedures. Manage and maintain ethics management related systems. Monitor Compliance on all ethics management activities. Conduct ethics management awareness campaigns programmes, workshops, roadshows and information sharing sessions. Render logistical support to ethics and integrity management steering committee meetings. Act as secretariat of the integrity management steering committee meetings. Coordinate ethics management function: Advice management and staff on the promotion of integrity and ethical behavior. Identify and report unethical behavior. Maintain records of reported cases. Provide technical support on the financial disclosure system. Maintain records of reported cases. Provide technical support on the financial disclosure system. Process and record application on remunerative work performed by employees outside their employment and generate reports thereof. Safe keeping and main database on risk. Anti – corruption and integrity management. Supervise employee to ensure an effective service. This would inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms M Mothoagae Tel No: (012) 399 0000

POST 22/18 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: Q9/2024/22**

SALARY : R444 036 per annum (Level 09)
CENTRE : National Office (Pretoria)
REQUIREMENTS : An undergraduate NQF level 7 qualification as recognized by SAQA in Auditing and / or Accounting. Three years; relevant supervisory experience in Internal Audit. Driver's License. Skills and competencies: Interpersonal skills. Good communication skills. Report writing skills. Computer literary. Planning skills. Project management. Conflict management and problem-solving skills. Ability to work under pressure. Knowledge requirements: Knowledge of the 3-year

- internal audit strategic and annual plan. Framework for strategic plans and Annual Performance plans. Public Audit Act.
- DUTIES** : Provide assistance and input in the development and review of the Internal Audit Plans, Policies and Procedures. Conduct Audit projects and compile draft audit report. Assist in coordination of audit committee activities. Including the provision of Secretariat Services for Audit Committee meetings. Assist with preparation of draft Internal Audit Performance reports or submission to the relevant stakeholders and forums. Promote and improve the image of internal audit by submitting client satisfaction questionnaires to the auditee after the final report is issued in order to evaluate for service delivery improvement. Supervise and manage staff.
- ENQUIRIES** : Mr. E Sebaka: Tel No: (012) 399 0000
- POST 22/19** : **INTERNAL AUDIT PRACTITIONER REF NO: Q9/2024/23**
The successful candidate will be required to sign a performance agreement
- SALARY** : R308 154.per annum (Level 07)
CENTRE : National Office (Pretoria)
REQUIREMENTS : An appropriate three-year NQF7 Degree in Internal Auditing or Accounting. Three years full time experience in internal Audit. Valid driver's license. Member of the institute of Internal Auditors of South Africa (IIASA). Knowledge of public service. Knowledge of framework for strategic plans and annual performance plans. Knowledge of international Standard for the professional practice of internal Auditing (ISPPA). Knowledge of Regulatory Framework of the Public Service eg PFMA, Public Service Regulations, National Treasury Regulations and other relevant prescripts. Understanding of project management principles. Understanding of PERSAL.BAS and Logis Systems and any other analytical software. Skill and Competencies: Interpersonal Skills. Good communication skills, report writing skills, analytical skills, computer literacy, planning skills, conflict management and problem-solving skills, ability to work under pressure
- DUTIES** : Provide assistant and input in the development and review of the internal audit plans, policies and procedures. Conduct audit projects and compile draft audit reports. Assist in coordination of audit committee activities, including the provision of the Secretariat Services for Audit Committee Meetings. Assist with the preparation draft Internal Audit Performance reports for submission to the relevant stakeholders and forums. Supervisee clerical staff.
- ENQUIRIES** : Mr. E Sebaka: Tel No: (012) 399 0000

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



- APPLICATION** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 05 July 2024 at 12:00 am (Midnight)
- NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc, however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

- POST 22/20** : **CHIEF DIRECTOR: FISCAL POLICY REF NO: S006/2024**
Division: Budget Office (BO)
Purpose: To advise the National Treasury on fiscal policy developments within the public finance and medium-term budget framework that supports government initiatives in the achievement of social and economic development.

- SALARY** : R1 436 022.per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Public Administration or Public Finance, A minimum 5 years' experience at a senior management level (Director) obtained within an economic and fiscal developmental policy environment, Knowledge and experience in managing complex environment issues, Knowledge and experience of the broader government Fiscal Policy framework on public finance, In-depth knowledge and experience of the Public Sector Budget process, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

- DUTIES** : Some key Outputs include:- Medium Term Budget: Develop a sustainable fiscal policy and budget framework in the development of an annual budget review and medium-term budget policy statement publication, Provide fiscal and financial advice on the budget framework, extra budgetary accounts, and other public finances. Economic Focusing: Develop a platform for the provision of a prudent economic forecasting model, Develop fiscal variables for the MTEF and forecasting process. Fiscal Framework: Develop an adequate and comprehensive fiscal framework for the public service, develop policy of key fiscal variables, including revenue expenditure, and debt performance. Stakeholder Engagement: Engage the DG and Minister of Finance on a sustainable fiscal policy approach in support of the broader budget frameworks, Liaise with internal stakeholders in the National Treasury on matters relating to fiscal framework, Inform external stakeholders the fiscal stance and its effect on the economy to the private sector.

- ENQUIRIES** : Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za

- POST 22/21** : **DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S018/2024**
Division: Intergovernmental Relations (IGR)

Purpose: To provide advice to municipalities and their entities in budget preparation, monitoring and implementation. In addition, evaluation and assessment of these municipal budget from a performance perspective taking financial and non-financial information into consideration.

SALARY CENTRE REQUIREMENTS : R1 216 824.per annum (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Public Finance or Accounting or Commerce, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in Local Government planning, financing and budgeting, Knowledge and experience in the application of the MFMA, within the Local Government set-up, Knowledge and experience of the Local Government operational aspects and the publication of information, Knowledge and experience in the dissemination of data and information, Knowledge and experience in report writing and analysis of financial information, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include:- Strategic Budget Oversight and Support: Provide strategic guidance on the budget preparation process of Local Government, Monitor and assess municipal budgets and facilitate alignment with broad national priorities, Participate in annual budget visits to municipalities for oversight and support, Formulate budget assessment reports to support the utilisation of the following municipal stakeholders: National Treasury, Minister of Finance, TCF, Budget Council, Budget Forum, PCC, SCoF in the NCOP and Cabinet. Implementation and Monitoring of Municipal Budgets: Monitor revenue and expenditure utilisation within municipalities and formulate corrective steps for implementation, Co-ordinate municipal mid-year budget and performance assessment practices, verify information for correctness contained in budget statements and reports prior to publication. Intergovernmental Budget Co-ordination: Coordinate budget and financial data for the MTBPS, Budget Review and other National Treasury publications, Compile a chapter on the bi-annual Local Government Budget and Expenditure Review, Contribute to provincial and municipal CFO Forum meetings by presenting the status quo on municipal finances their challenges and possible solutions, Provide advice to sector departments in dealing with municipal budget and their finances and provide solutions on disputes between organs of state. Financial Management and Budget Reform: Promote financial management awareness within municipalities through information sessions and circulars, Provide guidance and monitor budget implementation in alignment with the MFMA within municipalities, Provide guidance to municipalities on prudent financial management practices in line with funding compliance methodology based on tabled and adopted budgets, Assist with the maintenance of the financial and non-financial database in line with the budget reform.

ENQUIRIES : Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

POST 22/22 : **SENIOR ECONOMIST: ECONOMETRIC RESEARCH REF NO: S013/2024**
Division: Economic Policy (EP)
Purpose: To develop new economic models in alignment with specific policy questions and enhance current models for the attainment of sound policy analysis to the stakeholders.

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Mathematical Economics or Econometrics, A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained within the application of various econometric techniques and software, Knowledge and experience in economic research, Experience in econometric analysis and model building, Knowledge and experience in model programming.

DUTIES : Some key Outputs include: - Develop and Align Models to Specific Policy Questions: Initiate research in the identification of innovative economic modelling techniques and propose implementation, develop economic models in response to policy questions and challenges, provide inputs in the formulation of policies to determine their economic impact in the economy. Review and Enhance Models: Frequently review current and future models and propose adjustments, Initiate improvements for consultation and implementation of models, assist with the design of models to reflect the overall economic theory, Provide simulations of projected scenarios within the National Treasury and other related government departments. Policy Analysis and Development: Provide theoretical and well-researched reports that would align model outcomes to related policy questions, scrutinise policy and analyse the latest trends for developmental purposes, Provide inputs for improvement and development of econometric modelling. Stakeholder Engagement and Research: Engage with recognised international institutions on the latest economic models and other relevant information, perform research on planned topics and provide data for future usage, Attend forums and workshops on the latest developments in econometric research and related developments for integration within policy.

ENQUIRIES : Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 22/23</u>	: <u>ECONOMIST: ECONOMETRIC RESEARCH REF NO: S015/2024</u> Division: Economic Policy Division (EP) Purpose: To assist with the development of new economic models in response to specific policy questions and improve current models for the delivering sound policy analysis to the Economic Policy Unit, National Treasury and government as a whole.
<u>SALARY CENTRE REQUIREMENTS</u>	: R552 081.per annum (Remuneration package benefits exclusive) : Pretoria : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Econometrics or Mathematic or Economics. A minimum 3 years' experience in econometric techniques and software. Knowledge and experience of economic research. Experience in econometric analysis and model building. Knowledge and experience in modelling programming.
<u>DUTIES</u>	: Some key outputs include: - Development of models in response to specific policy needs: Identify new economic modelling techniques and propose implementation of relevant models, assist in the utilisation of appropriate modelling techniques to develop economic models in line with policy needs, Provide inputs in the formulation of policies to assist with the economic stimulation of growth in the economy. Review current models and recommend improvements: Review models and make recommendations that will improve their longevity, recommend improvements to models for consultation and implementation thereof, assist in the design of models reflecting the economic theory and its impacts, Provide simulations of projected scenarios of proposed models in consultation with internal and external stakeholders. Policy Analysis and development: Provide theoretical analysis on linked model outcomes aligned to specific policy needs, assist with the analysis of relevant policies for development, Initiate research on current and future models and provide an informed projected analysis for integration. Stakeholder Engagement and Research: Assist with research related projects for the development of models, Engage with recognised international institutions on latest economic model trends and other relevant information for implementation. Perform research and provide data for future usage.
<u>ENQUIRIES</u>	: Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 22/24</u>	: <u>ASSISTANT DIRECTOR: TRANSVERSAL CONTRACTING REF NO: S023/2024</u> Division: Office Of the Chief Procurement Officer (OCPO) Purpose: To assist in the coordination of the SCM commodity process within Transversal Contracting and co-facilitating the transversal contracts analysis terms and conditions of contracts.
<u>SALARY CENTRE REQUIREMENTS</u>	: R552 081.per annum (Remuneration package benefits exclusive) : Pretoria : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Business Economics or Supply Chain Management. A minimum 3 years' experience obtained in a Supply Chain Management environment. Knowledge of PFMA, Treasury Regulations, SCM Policies and prescribes.
<u>DUTIES</u>	: Some key outputs include:- Management of Centralized Contracts: Assist in the facilitation and administration of Transversal Term Contracts, as follows: Demand Management; Acquisition Management; Contract Management; and Supplier performance management and reporting, Promote and Support Strategic Procurement: Assist in implement strategic procurement: Application of strategic sourcing, Quantification of economic benefits, Price Benchmarking, Market and industry analysis, Compliance and Risk Management: Improve internal control environment: Promote the transparency and compliance of SCM processes, Develop and Implement risk mitigation strategies, Apply SCM business processes, Supplier performance management, Improve contract management, Manage litigation, Promote Government Socio-Economic Objectives: Assist in implementation of Government policies aimed at improving the socio-economic objectives by supporting: Black Economic Empowerment, Industrial policies, Preferential Procurement, Small, Medium and Micro Enterprises Development and Other policies with a developmental agenda.
<u>ENQUIRIES</u>	: Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 22/25</u>	: <u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: S011/2024</u> Division: Corporate Services Purpose: To implement and follow-up on labour relations matters within the National Treasury
<u>SALARY CENTRE REQUIREMENTS</u>	: R444 036.per annum (Remuneration package benefits exclusive) : Pretoria : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: human Resources Management or Employment Relations or Labour Relations. A minimum 3 years' experience obtained in Employment Relations services. Knowledge of the broader public service framework on Labour Relations.

<u>DUTIES</u>	:	Some key outputs include:- Grievances and Complain: Investigate grievances lodged in alignment with policy and procedures, Apply prescripts in accordance with the lodging of investigations and the resolving of grievances, Assist in the evaluation of investigation reports received and formulate the outcome of an investigation, Engage and refer grievances to the Public Service Commission for further investigation, Provide feedback on outcomes emanating from the Public Service Commission's investigation, Prepare grievances to stakeholders for their inputs. Misconducts: Draft appointment letter for the appointment of IO's and PO's, Scrutinize reports and requests and issue a formal charge to an employee accused of misconduct, Guide stakeholders on application of discipline relating to misconduct, Assist with the involve of law enforcement agencies in high profile cases when required, Process requests for the suspension of employees based on merit of the situation, Assist with the drafting of charges on misconduct and serve charge sheets on an employee, Arrange disciplinary hearings and record proceedings in the meeting for record purposes, Implement policies and maintain procedural and substantive consistency in misconduct cases, Assist in arranging the effect of sanctions pronounced during a disciplinary hearing, Engage the outcome of disciplinary hearing to the affected employee, Prepare misconduct reports to different stakeholders and an appeal request to the Minister of Finance. General Public Sector Bargaining Council Engagements: Assist with the serving of copies of referral forms of disputes are filed by the applicant, Represent the Department in conciliation hearings at the PSCBC, GPSSBC and CCMA, prepare documents and brief legal representatives on cases and assist them during the duration of cases, Assist with the implementation of awards issued by the Commissioner. Collective Bargaining: Assist with the facilitation and functioning of the internal collective bargaining structures, serve as the secretariat to the Task Team and prepare discussion documents for meetings, Assist in the interpretation and application of agreements.
<u>ENQUIRIES</u>	:	Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 22/26</u>	:	<u>ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND INTERNAL CONTROL REF NO: S008/2024</u> Division: Corporate Services Purpose: To manage and oversee the internal control functions in compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036.per annum (Remuneration package benefits exclusive) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Accounting or Internal Audit or Financial Management. A minimum of 3 years' experience in obtained an accounting environment with specific reference to financial reporting, compliance monitoring, internal control and risk management. Knowledge and experience of exposure in internal control. Knowledge and experience of exposure in financial reporting. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.
<u>DUTIES</u>	:	Some key outputs include:- Organisational culture and performance: Review mid-year and annual financial statements, Monitor the financial management policies, prescripts and procedures for compliance, Monitor compliance on governance framework for conformity, Maintain and monitor the entity databases , BAS and Safety web in accordance with the relevant prescripts, Monitor reviews pertaining to departmental losses and confirm clearance for recording in the Loss Control Register with supporting documentation, Monitor and confirm budget manager's specimen signature and delegations. Organisational Assets and Resources Verification: Conform to client charter standards and provide prompt feedback, assistance and resolution to client queries, Update filing system with accounting and financial information in line with relevant prescripts, Comply with internal control measures pertaining to source documents and strengthen the risks in documents control and security of info, Prepare and/or review information/details to be included in departmental reports as prescribed, Verify information /details contained in departmental reports for correctness and appropriateness, Assist in the implementation of financial norms and standards and engage with stakeholders through the Financial Management information and awareness sessions. Monitoring and Compliance: Monitor the implementation and alignment of internal policies and procedures pertaining to their application in business, Review the application of prescribed policy and procedures for enhancement, Monitor the application and procedures pertaining to systems, eg, BAS and Persal and suggest remedial solutions, Monitor the department's contract management compliance against prescribed regulations. Policy Development: Analyse relevant policies and frameworks for alignment with internal processes and procedures, Initiate benchmarking on internal control processes for implementation into the broader business, and Provide inputs into policy, prescripts, guidelines and related control measures. Audit Coordination: Oversee the coordination of internal audits within the internal control unit, as well as the external audit of the department. Monitor and record auditor's requests for information. Monitor and record auditor's communication of audit findings as well as comments from management
<u>ENQUIRIES</u>	:	Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 22/27</u>	:	<u>ADMINISTRATION OFFICER: EMPLOYEE RELATIONS REF NO: S009/2024</u> Division: Corporate Services Purpose: To assist with the implementation and follow-up of labour relations matters within the National Treasury.
<u>SALARY</u>	:	R376 413.per annum (Remuneration package benefits exclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Human Resources Management or Employment Relations or Labour Relations. A minimum 2 years' experience obtained in Employment Relations services. Knowledge of the broader public service framework on Labour Relations.
<u>DUTIES</u>	:	Some key outputs include: - Grievances and Complaints: Assist with the investigation of grievances alignment with policy and procedures, assist in the evaluation of investigation reports on the outcome of an investigation, assist in the evaluation of investigation reports received and formulate the outcome of an investigation, Assist with the preparation of grievances to stakeholders for their inputs. Misconducts: Assist with the processing of requests for the suspension of employees, Assist with the scrutiny of reports request formal charge to an employee accused of misconduct, Assist with the processing of requests for the suspension of employees, Assist with the drafting of charges on alleged misconduct and assist with the preparation of charge sheets, Assist with the arrangement of disciplinary hearings and record proceedings for record purposes, Assist with the implementation and effect of sanctions pronounced during a disciplinary hearing. General Public Sector Bargaining Council Engagements: Assist with the serving of copies of referral forms of disputes, ensuring they're filed by the applicant, assist with the preparation of documents for legal representatives on cases and aid during duration of some cases, assist with the implementation of awards issued by the Commissioner. Collective Bargaining: Provide administrative support to internal collective bargaining structures, where applicable, assist with logistical arrangements pertaining to Task Teams and prepare documentation for meetings, and assist with research and interpretation of agreements. Administrative Support: Register all complete cases manually and on PERSAL, File all ER documents in a secured place.
<u>ENQUIRIES</u>	:	Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF PUBLIC ENTERPRISES

<u>APPLICATIONS</u>	:	The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008
<u>FOR ATTENTION</u>	:	Human Resources
<u>CLOSING DATE</u>	:	05 July 2024
<u>NOTE</u>	:	Applications must be submitted on form Z83 and Copies of qualifications, identity document and driver's 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. 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 only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. SMS pre-entry certificate is submitted prior to appointment. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the departmental EE Targets and people with disabilities.

MANAGEMENT ECHELON

<u>POST 22/28</u>	:	<u>CHIEF SPECIALST: TRANSPORT AND DEFENCE, REF DPE/2024/001</u> Unit: Transport and Defence
<u>SALARY</u>	:	R1 741 770 per annum (Level 15) all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of post graduate qualification in the field of Transport Economics / Industrial Engineering / Transport Logistics at NQF level 8 as recognized by SAQA accompanied by 8-10 years' Specialist experience in the Logistics Cluster of which 5 years should be at SMS management level as well as leadership experience in corporate structure and economic and models in the Logistics Sector, coupled with deep understanding of the logistics industries and be regarded as one of the foremost voices in these industries. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) in logistics. Experience of managing multidisciplinary teams within a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Direct the development and facilitate the implementation of government's overarching SOC Policy Framework for the Transport and Aviation Complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOCs in the Transport and Aviation Complex. In collaboration with SOCs, industry and research institutions develop bridging strategies to enhance the operations of the SOCs in the Complex. Lead consultation processes for the adoption of bridging strategies and policy instruments. Lead technical level initiatives to facilitate alignment of the policy and regulatory regime falling outside the mandate of the Department. Direct and manage processes to facilitate the alignment of Shareholder Compacts for SOCs in the Transport and Aviation Complex. Coordinate input processes by various specialist teams in the DPE to identify the Compact alignment requirements for SOCs in the Complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with the executive management of SOCs in the Complex to resolve alignment issues. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board. Monitor, evaluate and report on the impact made by the aligned Compacts. Direct and manage the initiation of research projects to enhance the business operations and performance of SOCs in the Transport and Aviation Complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short-, medium- and long-term business enhancement prospects within the Transport and Aviation Complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Transport and Aviation Complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation process to adopt the identified enhancement models by members of the Complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on the implementation of enhancement models for approval. Lead at a technical level process to secure funding instruments for the implementation of adopted enhancement models. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. At a technical level engage with policy and regulatory institutions to

mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modeling projects. Ensure the establishment and maintenance of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist staff members.

ENQUIRIES

: Ms. Thuli Zitha, Tel No: 012 431 1274

POST 22/29

: **CHIEF DIRECTOR: CORPORATE SERVICES, REF. NO DPE/2024/002**
Unit: Corporate Management

SALARY

: R1 436 022 per annum (Level 14) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: A relevant qualification in Human Resources Management or Public Administration at NQF level 7 recognized by SAQA (bachelor's degree/ Advanced Diploma), with at least 5 years' appropriate experience at Senior Management level. A post graduate qualification, NQF 8, will be and added advantage. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks, etc. pertaining to Public Administration, specifically the Public Service Act and Regulations, BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Labour Relations Act. Understanding of Public Service and Human Resources in general. Good communication skills (oral and written). Must be computer literate. Ability to work under pressure. Ability to work independently and in a team. Good administrative, people management and empowerment skills. Proven strategic capability and leadership competencies. Planning and organizational skills. Problem solving and decision-making skills.

DUTIES

: Direct and manage the provisioning of human resource system development and planning services, recruitment, selection and career management services, employee benefit administration services, staff development and performance management services and employee support services. Coordinate departmental mandate processes in the HRM space. Exercise delegated powers in terms of the provisions of the Public Service Act, 1994 and Public Service Regulations. Direct and manage the provisioning of security and facilities management services. Coordinate DPE Strategic and Annual Performance Planning instruments and Agenda. Manage processes to monitor, evaluate and report on the performance of DPE in line with its strategic objectives and annual performance targets. Manage processes to quality assure work products submitted to and leaving the desk of the head of Department. Identify and manage the financial, human and equipment resources of the Programme to optimally support the implementation of the Unit's Performance Plan. Oversee strategic and annual planning processes for Unit and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Based on Operational imperatives re-prioritize the allocation of resources with the Unit. Coordinate and facilitate processes to establish the HRM function as a strategic partner and ensure that appropriate service delivery standards are established, and internal procedure and processes are on a continuous basis reviewed and aligned to add value to the operations of the Department without compromising internal control arrangement. Manage and account for the utilization of the financial resources Programme in line with departmental delegations.

ENQUIRIES

: Ms. Thuli Zitha, Tel No: 012 431 1274

POST 22/30

: **CHIEF FINANCIAL OFFICER, REF. NO: DPE/2023/003**
Branch: Corporate Services

SALARY

: R1 436 022 per annum (Level 14) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of a relevant undergraduate qualification in Financial Management or Accounting (NQF level7) as recognized by SAQA. The incumbent must have at least 5 years' relevant financial management or accounting experience at SMS level. Knowledge and extensive experience of the Financial Management and Supply Chain Management functions. A track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Broad knowledge of Government development objectives and understanding of SOC guarantees and bonds capacity. Proven Leadership and strategic management skills. As well as project management skills. Advanced policy development and analysis skills. High level negotiation skills. Well-developed financial, analytical and problem-solving skills. Good communication skills (verbal and written) and interpersonal skills. Ability to work under pressure and meet deadlines.

DUTIES

: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of financial resources and assets: Develop assessment models to analyse resource allocations to departmental programmes to enable the Accounting Officer to allocate resources in line with

the Department's strategic objectives; Provide technical support to enable departmental governance structures to take well-informed decisions on the prioritisation of resource allocations or alignment thereof to support emerging service delivery imperatives; Manage and direct the development of resource utilisation policies, norms, standards and delegations; Monitor, evaluate and report on the utilisation of financial resources and assets. Strategically support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report: Analyse on a continuous basis the performance of budget programmes and enable Programme Managers and governance structures to implement timeous corrective action where needed; At a strategic level manage, the provisioning of effective and efficient management accounting, financial accounting, expenditure management and supply chain management services; Oversee and account for the implementation of national and generally accepted accounting norms and standards for the provisioning of financial management/reporting and supply chain management services; Provide high level technical support to executive management during budget hearings; Coordinate departmental processes to report on/account for the financial performance of the Department to Parliament and oversight bodies; Oversee and manage the development and publishing of departmental Financial Statements; Liaise on behalf of the department with National Treasury. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department: Coordinate and manage departmental processes to identify areas of inefficient and/or wasteful expenditure/utilisation of resources and facilitate strategic decision-making processes to endure corrective action; Identify in the context of the departmental operations cost-effective alternative service delivery options. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch's Annual Performance Plan; Represent the strategic intent of the Programme as part of internal resource allocation processes.

ENQUIRIES

: Ms Thuli Zitha, Tel No: 012 431 1274

POST 22/31

: **SENIOR SPECIALIST: ENERGY, REF. NO: DPE/2024/004**
Unit: Energy Resources

SALARY

: R1 436 022 per annum (Level 14) All-inclusive salary package) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE REQUIREMENTS

: Pretoria
: A relevant bachelor's degree qualification at NQF level 7 in Engineering/ Economics / Natural Sciences with at least 5 years' Specialist and/or SMS management. Knowledge of global energy trends and SA energy policy. Experience/ monitor Eskom's operational performance, including broad energy sector reforms. Candidate must have an understanding of the business economics of different forms of energy generation, transmission and distribution It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.

DUTIES

: Project manage processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies to enhance the operations of the SOC(s) and affiliates in the Complex. Facilitate consultation processes for the adoption of bridging strategies and policy instruments. Manage the development of technical research products to enable the Shareholder to represent the strategic intent of the Energy Complex in processes to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Manage processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Manage processes to consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Manage research assignments to development Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define and resolve compact content issues. Manage processes to develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Manage processes to develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Manage processes to monitor, evaluate and report on the performance of the adopted Compact(s). Manage research projects to enhance the business operations and performance of the SOC(s) in the Energy Complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short-, medium- and long-term business

enhancement/expansion prospects for the Energy Complex. Coordinate and oversee the development and implementation of pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Project manage multi-disciplinary market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Energy Complex. Project manage the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. At a technical level manage consultation processes to facilitate the adoption of identified enhancement/expansion models for the Energy Complex. Lead and coordinate the development research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Manage multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Manage processes to develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. At a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Ensure the implementation of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist's staff members.

ENQUIRIES

:

Mr. George Malatsi, Tel No: (012) 431 1117

POST 22/32

:

SENIOR SPECIALIST: GOVERNANCE, REF NO: DPE/2024/005

Unit: Governance and Legal Assurance

SALARY

:

R1 436 022 per annum (Level 14) All-inclusive salary package structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

:

Pretoria

REQUIREMENTS

:

Applicants must be in possession of a bachelor's degree in legal and or business administration on NQF Level 7, as recognized by SAQA, accompanied by minimum of 5 years' experience at senior managerial level. Knowledge and experience in public sector compliance management and legislation, PSA, 1994 (as amended), PFMA, Companies Act and King iv Report. Excellent report writing, communication, presentation and problem-solving skills, as well as the ability to work under pressure.

DUTIES

:

Manage and direct the development and maintenance of the overarching government SOC governance framework. Provide strategic support the executive management on the development of the Shareholder Policy leading up to legislation. Manage and direct the development and maintenance of the SOC governance assurance framework (tools and guidelines). Based on legislative and best practice imperatives, manage and direct the development and maintenance of a set of generic indicators (MOI, Protocol and Compact) to assess governance compliance within SOCs in the Portfolio. Lead consultation processes at a technical level to secure buy-in from the management structures of SOCs on the implementation of governance vetting and review toolkits. Project manage SOC governance assurance reviews to assess compliance and facilitate corrective action where required. Manage and direct the development of the governance review annual agenda including the annual general meetings. Lead technical complex SOC governance assurance initiatives. Analyze technical governance data and reports submitted by a SOC to assess in terms of standardized methodologies compliance by a SOC against the generic standards. At a technical level, engage the executive management structures of a SOC to verify and obtain input on preliminary findings. Develop and quality assure findings reports through executive management to the Shareholder. Provide technical assistance to executive management and the Shareholder during Board engagement sessions. Provide technical input to facilitate the alignment of SOC compacts to address identified governance issues affecting the operations of a specific SOC. Manage internal processes to analyse the Annual Reports of SOCs in the Portfolio and develop memoranda enabling the Shareholder to appropriately respond to parliament's oversight structures and the Auditor-General. Manage internal processes to provide the DPE executive management structures and the Shareholder with early warning services on governance practices within the SOC Group. Manage or partake in multi-disciplinary teams to support the Shareholder to table the Annual Reports of the SOCs in the Portfolio on time in Parliament. Manage or partake in multi-disciplinary teams tasked to investigate on behalf of the Shareholder reported breaches of the governance standards by SOCs in the Portfolio and report there-on. Provide strategic advisory services to the Shareholder on remuneration practices for the governance structures of the SOC in the portfolio. Manage and direct the development and maintenance of the SOC Board governance regime. Manage and direct the implantation of the Board Appointment methodology and vetting processes. Provide technical advisory services to the Shareholder on the disclosure of interest of potential candidates. Provide technical support to the Shareholder on the appointment of Board Members (up to Cabinet approval). Manage and direct the effective maintenance of the Board Database. Manage and implement the Board Induction Programme.

<u>ENQUIRIES</u>	:	Ms. Thuli Zitha, Tel No: 012 431 1274
<u>POST22/33</u>	:	<u>SPECIALIST: ENERGY(GENERATION) REF. NO: DPE/2024/006 (2 POSTS)</u> Unit: Energy Enterprises
<u>SALARY</u>	:	R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant bachelor's degree qualification in Engineering/Natural Sciences at NQF level 7 with at least 5 years' experience related to electricity generation/transmission/distribution at MMS level. Knowledge of electricity generation and electricity supply industry economics, global energy trends and SA energy policy. Experience or knowledge in respect of broad energy sector reforms. Candidate must have knowledge of different electricity power generation facilities and power system operations. It is essential that the successful candidate has a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) within the Energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. Ability to engage with engineers and other technical officials with the objective of providing strategic reports to executive management with Generation performance improvement interventions. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide technical support with processes for the development and maintenance of government's overarching electricity generation and supply management SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Energy Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Energy Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Consolidate technical inputs with various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct research to enhance the business operations and performance of the Energy Complex. Conduct specialist research projects to model the short-, medium- and long-term business enhancement/expansion prospects for the Energy Complex. Conduct technical-economic studies related to electricity supply market forecasting, modelling future power station operational reliability, and modelling future electricity supply market. Develop pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Conduct market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Energy Complex. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/ expansion models for the Energy Complex. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Develop Project Charters in line with the DPE's Project Governance Instruments. Ensure the development of sub-ordinate specialists' staff members.
<u>ENQUIRIES</u>	:	Mr. George Malatsi, Tel. No: 012 431 1117
<u>POST 22/34</u>	:	<u>SPECIALIST: INFRASTRUCTURE (TRANSNET), REF NO DPE/2024/007</u> Unit: Transport and Defence

<u>SALARY</u>	:	R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>DUTIES</u>	:	An appropriate bachelor's degree in Transport Economics/ Transport Logistics/ Industrial Engineering (NQF Level 7) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. Develop shareholder compact and indicators. Analysis of business plans, corporate plans, and quarterly reports in respect of rail and ports. Monitoring and evaluation of Transnet Capital Expenditure. Develop shareholder policy statements in respect of the maritime sector with the relevant policy departments. Provide guidance and leadership in respect of rail, ports and pipelines strategy including private sector participation. Ensure continuous and productive communication and strategic alignment between the Transport unit and external stakeholders. Analysis of annual reports in respect of rail and ports. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short-, medium- and long-term business enhancement/expansion prospects for the Freight Infrastructure stream. Develop pipeline business enhancement/expansion strategies and instruments for the Freight Infrastructure stream. Conduct market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Freight Infrastructure stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Freight Infrastructure stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Freight Infrastructure stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Freight Infrastructure stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Ensure the management development of sub-ordinate staff members.
<u>ENQUIRIES</u>	:	Ms. Thuli Zitha, Tel. No: 012 431 1274
<u>POST 22/35</u>	:	<u>SPECIALIST: OPERATIONS (TRANSNET), REF. NO: DPE/2020/008</u> Sub Stream: Transport and Defence
<u>SALARY</u>	:	R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>DUTIES</u>	:	An appropriate post graduate degree in Transport Economics or Transport Logistics or Industrial Engineering (NQF Level 7) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. Shareholder Oversight - Develop shareholder compact performance indicators and monitor operational performance of Transnet operating divisions, analysis of business plans, quarterly and annual reports of Transnet and its divisions. Project Management – Overall project management for the design of a long-term integrated transport infrastructure network. Review business and investment planning by Transnet and advise on the adequacy thereof. Integrate and manage the DPE National Corridor Performance Measurement Platform with the National Infrastructure Network Design. Develop relevant shareholder policies relating to rail, ports and pipelines including private sector participation in the industry, oversee restructuring processes and pilot projects. Provide guidance and leadership pertaining to the economic drivers of the ports, rail sectors as well as issues relating to the strategic and operational integration of these sectors. Ensure continuous productive communication and strategic alignment between the Transport unit and other external stakeholders including government, private sector, business, and labour. Manage staff responsible for ports, rail and pipeline subsectors and carry the responsibility of technical advisor to the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC

Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Ensure the management development of sub-ordinate staff members.

ENQUIRIES

Mr Benneth Baloyi, Tel No: (012) 431 1029

POST 22/36

SPECIALIST: AVIATION REF. NO: DPE/2024/009

Unit: Transport and defence

SALARY

R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

Pretoria

REQUIREMENTS

A relevant bachelor's degree qualification at NQF level 7 in Aviation Engineering with at least 5 years' Specialist and/or SMS management experience as well as leadership experience in corporate structure and economic models in the Aviation Sector, coupled with deep understanding of the Aviation industries and be regarded as one of the foremost voices in these industries. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) in aviation. Experience of managing multidisciplinary teams within a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.

DUTIES

Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s). Conducts research to review national policy, regulation and strategy document and identify gaps that might have negative impact on the SOC. Assess the impact or implication of a particular policy on SOC. Provide a position on national policies and strategies developed by the policy Department. Develop policy papers at a technical level and engaged with policy and regulatory institutions. Provide inputs into the President's State of the National Address and the Minister's Budget Vote. Assess the Cabinet Memoranda on national policy relating to aviation issues and provide a position. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Conduct research and assess the country's economic environment, SOC's past performance to identify key issues relevant to the SOC operation. Identify and assess key strategic objectives that the SOC should pursue for a period of three years. Lead discussions on the identified strategic objectives with internal stakeholders and consolidate technical inputs by various specialist teams in the DPE. Develop the Strategic Intent Statement to provide strategic direction to the SOC. Assess SOC challenges, regulatory environment on an annual basis and review the identified strategic objectives based on the economic environment, past performance of the SOC and the strategic direction of the country. Develop Key Performance Areas and Key Performance Indicators for the Shareholder's Compact. Engage at a technical level with National Treasury and SOC to define the Compact. Advise the Minister on the negotiation process with the external stakeholders. Develop the Shareholder's Compact for formal sign-off by the Minister and the Chairperson of the Board. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Assess the Corporate Plan to ensure alignment with national policy, strategy and regulation. Assess Quarterly Reports and Annual Report. Monitor and evaluate the performance of the SOC through monthly monitoring engagements. Consultation process with the internal stakeholders and provide project plans to coordinate tasks with Shareholder's Compact. Actively participate in different fora with external stakeholders to discuss policies and strategies. Participate in monthly monitoring meetings with SOC and National Treasury.

ENQUIRIES

Ms. Thuli Zitha, Tel No: (012) 431 1274

POST 22/37

SPECIALIST: LEGAL ASSURANCE REF NO: DPE/2024/010

Unit: Governance and Legal Assurance

SALARY

R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate LLB degree/ business administration studies (NQF Level 8) as recognized by SAQA accompanied by minimum of 5 years' experience at middle / senior managerial level. Experience in negotiating commercial transactions and advising on structuring of commercial transactions. As a member of the Legal team, assist the business units on the legal aspects of transactions, ensuring that a particular action, situation, initiative and/or investment by the State-Owned Companies does not have an adverse reputational or other negative consequence for the State-Owned Companies and the Department. Business acumen to develop short- and long-term strategies. Demonstrate commercial and financial expertise. Ability to use methodical problem-solving approach as a foundation for effective decision making taking into account importance, urgency and risk.

Delivery and translation of business objectives into practical and organized action plans to ensure successful implementation of such plans. Ability to be part of a team, communicate ideas, information and business objectives effectively and persuasively resulting in desired actions and outcomes. Ability to promote collaboration and learning within and across business boundaries to achieve stakeholder satisfaction. Ability to work under pressure and meet deadlines. Legislative understanding and Knowledge of various legislation including but not limited to Public Finance Management Act, 1999, Companies Act, 2008, Environmental laws and the Constitution, 1996.

DUTIES

: Assist in the negotiation of complex commercial transactions and offer legal advice on the structuring of commercial transactions. Implement legal structures and practices through proactive approach and maintain high legal service standards to ensure regulation and compliance. Provide oversight and direction to corporate and operational areas, regarding regulatory compliance requirements, including analysing policies, laws and regulations to determine compliance requirements. Provide guidance and direction to business units to ensure complies to/ensure the department is in compliance with all applicable laws and regulations. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, Contracts, etc.). Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Provide legal advice and recommendation to line management to minimise and mitigate foreseeable lawsuits. Support divisions by seeking a clear mandate and ensure legal representation through the State Attorney's Office (including proceeding oversight) in court proceedings and present the Accounting Officer/Executive Authority with relevant facts and suggest solutions/approach. Oversee the provisioning of specialist legal advisory services and opinions. Develop and maintain a system to ensure efficient records storage for reference and auditing purposes. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DEDEAT's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

ENQUIRIES

: Mr. George Malatsi, Tel No: 012 431 1117

POST 22/38

: **DIRECTOR: ADMINISTRATION (OFFICE OF THE DIRECTOR-GENERAL), REF. NO: DPE/2024/011**
Unit: Office of the Director-General

SALARY

: R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE REQUIREMENTS

: Pretoria
: Applicant must be in possession of a three-year tertiary qualification in Public Administration or relevant qualification (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks will serve as an added advantage.

DUTIES

: Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assures inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and

meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services, and travel and accommodation support to the Head of Department. Manage and oversee departmental Information and Knowledge Management services.

ENQUIRIES

: Ms. Thuli Zitha, Tel No: 012 431- 1274

POST 22/39

: **DIRECTOR: INFORMATION TECHNOLOGY (GITO), REF NO DPE/2024/012**
Unit: Information Management

SALARY

: R1 216 824 per annum (Level 13) (All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor's degree in computer science or information systems/technology (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years' experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision-making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.

DUTIES

: Align the Department's information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

ENQUIRIES

: Mr. George Malatsi, Tel.No: 012 431 1117

OTHER POSTS

POST 22/40

: **DEPUTY DIRECTOR: EMPLOYEE DEVELOPMENT, REF. NO DPE/2024/013**
Unit: Human Resources

SALARY

: R849 702.per annum (Level 11) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate undergraduate qualification at NQF level 7 recognised by SAQA in Human Resource Management with at least 3 years' relevant experience at supervisory level. Analytical thinking, Research, Policy formulation, Conflict management, Change/diversity management. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES

: Provide technical support with the development of the departmental human resource strategy, policy and systems framework and oversee the implementation thereof. Assist with the development and maintenance of appropriate human resource management governance structures for the department, including the management of risks, implementation of mitigation mechanisms and establishment of internal control measures. Analyse management reports, identify emerging trends and report thereon. Provide technical support with the development and maintenance of departmental human resource management policy instruments ensuring alignment to the provisions of the Public Service Act (PSA), Public Service Regulations (PSR)

and collective agreements including-forecasting of the department's human resource (HR) requirements to deliver on strategic objectives; the development and maintenance of the prescribed Work Place Skills Development Plan; the setting of an implementation strategy and performance indicators for the Work Place Skills Development Plan; analysis of national policy imperatives and the operationalization thereof; the development and maintenance of policies, delegations and standard operational procedures; monitoring and evaluation of the impact of the Work Place Skills Development Plan; and meeting statutory reporting requirements. Manage and coordination employee utilisation and people development processes. Manage and coordinate the administering of PMDS system. Analyse the results of PMDS processes, report thereon and ensure the incorporation thereof into departmental programmes. Manage the implementation of transversal staff induction and other ad hoc staff development programmes. Manage the administration of the departmental bursary, internship, learnership and experiential training programmes. Manage the implementation of ad hoc skills development and training programmes. Monitor, evaluate and report on the implementation of the Workplace Skill, Development Plan and talent development programmes. Manage the provisioning of job evaluation processes. Develop and maintain the department's policy framework on Job Descriptions and Job Evaluation. Manage the administration of the inventory of Job Descriptions and ensure the updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Develop and maintain the Department's Annual Job Evaluation Plan. Assign job evaluation tasks and conduct job evaluations for more complex posts. Conduct research on the content of posts allocated for evaluation. Plan job evaluation process and identify interviewees for the analysis of posts allocated(prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and base on research and content of completed questionnaire develop an interview strategy. Present job analysis results to the Departmental Job Evaluation Panel. Develop submission to the Executing Authority to obtain approval for the recommendations of the Departmental Job Evaluation Panel. Supervise and quality assure the work of sub-ordinate staff and manage the sub directorate. Allocate operational work to subordinate staff. Quality assures the work of subordinates. Maintain discipline in the workplace. Ensure the development of subordinates' technical competencies. Perform performance management and development procedures for staff. Provide input towards the development of the Units Annual Work Plan and quarterly performance reports.

ENQUIRIES : Mr. George Malatsi, Tel No: (012) 431-1117

POST 22/41 : **SENIOR ANALYST: FUNDING, REF NO DPE/2024/014**
Unit: Financial Assessment and Investment

SALARY : R849 702.per annum (level 11) (all-inclusive remuneration package consisting of a basic salary of 70%, 75% and a 30%, 25% flexible portion that can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : Applications in possession of Bachelor's Degree in Finance/ Economics /Business Science (NQF Level 7) as recognised by SAQA accompanied by at least 3 years' experience in finance environment in one of these areas corporate finance, structured financed, project finance, investment banking or treasury. Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Manage processes to collect accounting and financial performance reports and data from SOC's. Performance reliability tests on financial data received from SOCs. Manage process to develop dataset specifications and the development of the generic database toolkits. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database Ensure the development of sub-ordinate staff members

ENQUIRIES : Ms. Dineo Masilo, Tel No: 012 431 1026

POST 22/42 : **ANALYST: FUNDING AND FINANCIAL ANALYSIS, REF. NO: DPE/2023/015**
Unit: Financial Assessment and Investment Support

SALARY : R444 036 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Applicants must in possession of a bachelor's degree in finance/ economics /business science qualification (NQF Level 7) as recognised by SAQA accompanied by at least At least 2 Years' experience at operational level in the development of financial datasets. Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written

communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Collect and tabulate data informing processes to monitor, evaluate and report on the performance funding instruments approved for SOCs in the DPE Group. Collect funding performance data from SOCs. Perform reliability tests on funding data received from SOCs. Based on the outcome indicators for the review project develop dataset specifications and develop the database accordingly. Supervise capturing procedures and quality assure the reliability of the database. Perform data manipulation procedures. Generate performance reports. Provide analytical support services to Specialists to analyse applications for the approval of funding instruments and coordinate processes for the approval thereof/issuing of state guarantees by National Treasury. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports. Provide analytical support services to Specialists to analyse major financial transactions to be entered into by SOCs requiring endorsement by the Shareholder. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports.

ENQUIRIES : Ms. Dineo Masilo, Tel No: (012) 431 1026

POST 22/43 : **ANALYST: TRANSPORT, REF. NO: DPE/2023/016**
UNIT: Transport and Defence

SALARY : R444 036 per annum (Level 9)
CENTRE : Pretoria

REQUIREMENTS : Applicants must in possession of a bachelor's degree in Transport Economics/Economics/Logistics (NQF Level 7) as recognised by SAQA, accompanied by at least At least 3 Years' relevant experience at operational level. Excellent negotiator, ability to build and maintain sufficient internal and external work, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in transport operations Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Provide data/information collecting and analysis services. Assist in the review of the Statement of Strategic Intent; Assist in the facilitate meetings and workshops and meetings with stakeholders; Research on topics supporting the government objectives; Ensure alignment between the Strategic Intent Statement and the MTSF; Liaise with SOCs to source the requisite data and information; Prepare a memorandum to the Minister with recommendations. Review of the Shareholder's Compact; Provide support to Project Leaders and Specialists to define the Key Performance Areas assess the key performance areas of the SOC business operations; Review the business performance for the prior year; Develop an annual plan for the Shareholder Compact negotiation process; Prepare a decision memorandum to the Minister in recommendation for the approval of the Shareholder's Compact. Monitor and Evaluate SOC performance; Provide inputs / assessments into quarterly and annual report of Transport Enterprises in relation to Strategy and operations of the entities; Evaluate the Corporate Plans of the Transport Enterprises including their investment strategy and future operational plans. Oversee SOC Capital Projects; Ensure that project milestone is achieved timeously and within the projected budget; Track project performance, specifically to analyse the successful completion of short – and long-term goals. Provide support on the review and implementation of policy, strategy, regulation and legislation; Provide support on the review and implementation of policies, strategies and legislation; Liaise with SOCs and policy and other departments in the cluster to source the requisite data and information; Monitoring and evaluation of the implementation of MTSF deliverables; Provide operational assessments of PFMA applications.

ENQUIRIES : Ms. Dineo Masilo, Tel No: (012) 431 1026

POST 22/44 : **ASSITANT DIRECTOR: LOGISTICS, REF NO: DPE/2024/017**
Unit: Office of the CFO

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of an appropriate B degree or National Diploma in Supply Chain Management or Assets Management/ Logistics (NQF Level 7). Three (3) years in Supply Chain Management environment. Knowledge of Public Service Regulations, PFMA, Treasury Regulations, Asset Management Policies and Prescripts. Supply Chain Management Policies and prescripts and financial reporting. The ability to manage and update departmental assets registers. Good communication skills (written and verbal). Management and Interpersonal skills. Successfully completion of LOGIS1. Computer literacy (MS Office). A valid driver's license. willingness to work independently, work under pressure, extended hours and to travel.

<u>DUTIES</u>	:	The incumbent will be responsible for coordinating the administration of the assets management process. Implement and monitor the departmental assets. Maintenance and disposal plans. Monitor and ensure the continuous maintenance of the departmental asset registers and relevant asset management asset database and system. Receive and capture of all assets in the assets register. Conduct audits to verify information captured on the database and system. Facilitate the stocktaking, assets verification and disposal processes. Ensure compliance with Assets Management Policies, Standards, and prescripts. Conduct the reconciliation between the Departmental Asset register BAS and LOGIS and prepare reports in this regard. Consolidate disclosure notes and information relating to financial reporting in the interim Financial Statement (IFS) and Annual Financial Statement (AFS). Coordinate the transfer, movement, replacement, and the disposal/ auction of assets and serve as a secretariat of Loss and Asset Committee. Facilitate the identification and reporting of obsolete and redundant assets for possible replacement or disposal. Ensure the proper storage of obsolete and redundant assets at the identified disposal site according to approved asset disposal methods, policies and procedure manuals. Coordinate the transfer and /or auction of the departmental assets. Ensure the collection of the revenue from the auction of the Departmental assets and Supervise staff.
<u>ENQUIRIES</u>	:	Mr. Benneth Baloyi, Tel.No: (012) 431 1029
<u>POST 22/45</u>	:	<u>ASSISTANT DIRECTOR: SCM (ACQUISITION), REF. NO: DPE/2023/018</u> Unit: Office of the Chief Financial Officer Support
<u>SALARY</u>	:	R444 036 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of (NQF Level 7) qualification in Logistic Management/ Supply Chain Management/ Purchasing Management / Public Management /Public Administration. Minimum Three (3) years' relevant experience at Supervisory level within area of Supply Chain Management. The experience of Logistical Information System (LOGIS) as Store System Controller (SSC), the LOGIS II certificate for System Controller is a pre-requisite. Job knowledge of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Preferential Procurement Regulation of 2022, Treasury Regulation, Periodically PFMA SCM Instructions, B-BBEE Act and System Controller for LOGIS and Basic Accounting System (BAS). Job related skills, computer literacy, communication both verbal and written, organizing meetings, application of the transversal contracts from National Treasury and Sita.
<u>DUTIES</u>	:	The incumbent will be responsible for the following, Demand and Acquisition Management ,bid committees administrative support, arrange BSC meetings, prepare bid documents and advertise bids, do a pre-screening of received proposals, receive request for quotations from the end users, review the specification and concise terms of reference for RFQs to advertise on DPE website and e-tender portal, peruse and review evaluation responses for RFQs, prepare submissions and letters for appointing preferred bidders, maintain or manage the RFQ register, contract register, maintain local content register and reporting to DTI, manage the requests for travelling domestically and international, manage the granting access, review of LOGIS access on monthly basis and purge access of LOGIS access as and when required, attend to the both internal and external auditors request for information for auditing purposes, authorizing procurement advices, and online transactions e.g. captured contracts on LOGIS online, manage subordinate leave, compile/ review performance agreements, review mid-year, annual assessments, quarterly compile a reports for purchases of ICT equipment to SITA and participation for the disaster recovery testing for LOGIS as and when required. Assist with review of term of references and specifications prior being presented to the BSC and chair the BSC meeting/s.
<u>ENQUIRIES</u>	:	Mr. Benneth Baloyi, Tel.No: (012) 431 1029
<u>POST 22/46</u>	:	<u>ASSISTANT DIRECTOR INTERNAL AUDIT, REF NO DPE/2023/019</u> Unit: Internal Audit
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate degree or equivalent qualification with Accounting and Auditing as Majors at NQF level 7 recognised by SAQA. With at least 3 years' internal audit experience at operational level. Knowledge of the institute of internal Auditors (IIA), International Standards for the professional Practice of Internal Auditing (ISPPA). Public Finance Management Act and Treasury Regulations, Public Service and Other related government Acts and Regulations. Project Management. Planning and Management skills, interpersonal skills. Interviewing and Investigation skills. Computer Literacy, Analytical Skills and Ability to interact with Management at all levels.
<u>DUTIES</u>	:	Participate in the development of the 3-year strategic rolling plan and the annual internal audit operational plan for compliance, financial and performance audits for approval by the Audit Committee annually before the beginning of the new financial year by Participating during the internal audit strategic planning session, Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Analyse and consider inputs from Management, Auditor general, and Audit & risk committee in compiling the plan. Participate in the developing a risk based annual internal audit plan for approval. Provide technical assistance with the implementation of the departmental strategic, operational

and engagement performance audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide performance auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to management and the Audit Committee. Provide technical assistance with the analysis of implementation risks and implement performance audit engagements accordingly. Follow up on management action plans to address audit findings. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE's internal audit governance structures. Analyse the DPE operational environment and develop tailor made statutory and performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the statutory and performance auditing function and it's role to assist line managers to continuously improve service delivery and value for money aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Provide technical assistance with the implementing of the departmental strategic, operational and statutory audit plans in accordance with acceptable audit standards and stipulated timeframes. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. Follow up on management action plans to address audit findings. Provide technical assistance with the monitoring and evaluation of the impact of the auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE's internal audit governance structures.

ENQUIRIES : Ms. Dineo Masilo, Tel No: (012) 431-1026

POST 22/47 : **SENIOR STATE ACCOUNTANT (BUDGETS), REF. NO: DPE/2024/020**
UNIT: Office of the Chief Financial Officer

SALARY : R376 413 per annum (Level 8)
CENTRE : Pretoria

REQUIREMENTS : Applications in possession of an undergraduate or postgraduate qualification in Commerce/ Accounting/ Financial Management and Public Finance qualification (NQF Level 6/ Level 7) as recognized by SAQA accompanied by at least 2-3 years' experience in Finance Environment. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of Computer applications, including MS Excel, MS Word and Outlook is required. Written and verbal communications skills. Report writing skills. Analytical and logistical skills, administration skills and numeracy are important for this position.

DUTIES : To render a financial management and reporting function in the department. The incumbent must have a working knowledge of Government Financial systems namely BAS, PERSAL and LOGIS. Authorisation of supplier invoices on LOGIS system and Safety net in terms of Treasury Regulations 8.2.3 of the PFMA. Prepare weekly and /or monthly BAS/PERSAL/LOGIS reconciliations. Track and Perform reconciliations of Travel Management Accounts (Diners Club and travel accounts). Assist in compiling AFS/IFS Appropriation Statement and notes to appropriation statement. Assist with the compiling amendment, and submission of monthly cash flows (projections) and drawings. Assist with the administration of departmental assets and Liabilities accounts. Monitor and report on suspense accounts. Support the Finance unit by providing support to the Internal and External auditors and other relevant stakeholders.

ENQUIRIES : Mr. Benneth Baloyi, Tel No: (012) 431 1029

POST 22/48 : **SUPPLY CHAIN MANAGEMENT OFFICER, REF NO: DPE/2024/021**
Unit: Office of the CFO

SALARY : R308 154 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of National Diploma in Supply Chain Management / Finance Administration at NQF 6 as recognized by SAQA. Must have completed Logistical Information System level 1 course. At least 3 years relevant experience at production level in Supply Chain Management, with working experience in requesting RFQs, advertising and the whole administration of tenders, Logistical Information System (LOGIS) Basic Accounting System (BAS), CIPC and CSD. In-depth knowledge of PFMA, PPPFA, Treasury Regulations, B-BBEE and other related prescripts, Transversal contracts of National Treasury and State Information and Technology Agency (SITA). Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, and ability to work in accordance with and interpret policies. Fully computer literate.

DUTIES : Responsible for the review and verification of received specifications and concise Terms of Reference (CTORs) are correct and fair, request quotations by advertising correct and fair specification/s or CTORs on the DPE's website, e-tender portal and using National Treasury

and SITA transversal contracts of suppliers, review and verify responses received that are in accordance with the specification/s or CTORs, prepare evaluation scoresheet/s, compile compliance checklists, write appointment submission/s for the preferred bidders, issue appointment letters for the successful bidders. Update frequently the quotation register and doing filling of the responses received documentation. Responsible for the retrieving of RFQs documentation for internal and external audit purposes. Responsible for secretarial duties for the Bid Specification Committee (BSC) arranging meetings, distribution of packs of the BSC meetings, responsible for maintaining filing of documents for the BSC. and taking of minutes Responsible for the authorization of purchase orders on LOGIS and manual purchase orders (PO's), sending orders to the end users, email purchase orders to service providers, verify and check quality and quantity of goods received, call end users to collect goods delivered, acknowledgment of deliveries of goods on LOGIS. Render support with the Bid Committees administration by preparing the bid documents, advertising bids on the DPE website and e-tender portal, opening, receiving of bids and record in the bid register. Advertise responses on the DPE website and e-tender portal. Write appointment letters and issue letters to successful and non-successful bidders. Publish awards on the DPE website and e-tender portal. Record and maintain the movement of records to and from the SCM Unit. Render support to the unit.

- ENQUIRIES** : Mr. Benneth Baloyi, Tel No: (012) 431-1029
- POST 22/49** : **JUNIOR TECHNICIAN DESKTOP SUPPORT: REF.DPE/2024/022**
Directorate: Information Management
- SALARY CENTRE REQUIREMENTS** : R308 154.00 per annum (Level 7)
: Pretoria
: A National Diploma in Information Technology at NQF 6 as recognized by SAQA, A+ and N+ Certificates will be an added advantage coupled with 2 years of relevant experience in IT support environment PLUS the following key competencies: Knowledge of MS Office products, MS Windows 7, Remote Desktop, Printer and program installation and troubleshooting LAN skills, Ability to work on technical hardware/software as well work under pressure with the team.
- DUTIES** : Desktop support (provide technical support for the configuration, installation, and repair of all hardware, printers, and telephones); Communicate with suppliers and internal communication (liaise with external vendors on IT equipment); Call management (logging and closing calls on the helpdesk system); IT asset management (assist with removals and movement of IT equipment).
- ENQUIRIES** : Ms. Lettie Sono, Tel No: (012) 431-1265
- POST 22/50** : **STATE ACCOUNTANT: (ACCOUNTING) REF NO DPE/2024/023**
Unit: Office of the Chief Financial Officer
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)
: Pretoria
: Applicant must be as minimum be in possession of National Diploma in the field of Financial Management Accounting / Financial Management at NQF level 6 as recognized by SAQA and minimum 3 years financial management experience in salaries or payroll in the public service. Sound Knowledge of the Public Finance Management Act and Treasury Regulations will serve as strong recommendation. Thorough knowledge of financial and accounting processes. Well-developed verbal and written communication skills with good interpersonal relations. Analytical and innovative thinking and problem-solving ability. Computer literacy (Ms Word, Excel, Outlook, BAS, LOGIS and PERSAL). Ability to work independently and under pressure.
- DUTIES** : Verification and capturing of deductions and allowances on PERSAL and the calculations thereof. Verification of Key management personnel spreadsheet for input into IFS/AFS. Processing of annual (EMP501) and bi-annual (EMP201) tax returns to SARS. Handling of Departmental Petty Cash, distribution of payrolls as per TR and Processing journals. Management of Debtors. Work as a Departmental Cashier. Clearing of PERSAL Exceptions. Handling internal and external audit queries.
- ENQUIRIES** : Ms. Lettie Sono, Tel No: (012) 431-1265
- POST 22/51** : **ADMINISTRATIVE ASSISTANT REF NO: DPE/2024/024 (2 POSTS)**
Unit: Office of the Director-General
- SALARY CENTRE REQUIREMENTS** : R261 417 per annum
: Pretoria
: Applicants must be in possession of appropriate Senior Certificate, Grade 12 (NQF level 4), with at least 2 years' experience in general administration. Good communication skills, both oral and writing; client orientation and customer focus; honesty and Integrity; service delivery innovation. Organizing skills, ability to work under pressure.
- DUTIES** : Provide a secretarial/receptionist support service to the Office. Receive telephone calls and refer the calls to the correct persons. Receive and direct visitors to the relevant officials. Take messages and forward to the relevant official. Type documents for the staff within the Office. Operate office equipment like fax machines and photocopiers. Maintain the reception area in a neat condition. Liaise with Security personnel. Receive and record documents/correspondence delivered to the Office. Maintain confidentiality of documents. Ensure that the

documents/correspondence is handed to the relevant official/s. Receive and direct visitors to the Office of the Minister / Deputy Minister. Maintain incoming correspondence. Provide ancillary administrative support services. Render typing services. Render filing and document management services. Prepare draft letters of a routine nature. Check documents and compile schedules as directed. Check documents and capture data on various systems.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431 1026

POST 22/52

: **REGISTRY CLERK, REF NO: DPE/2024/025 (2 POSTS)**

Unit: Directorate: Information Management

SALARY

: R216 417 per annum (Level 5)

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Competencies and Attributes: Planning, Organizing, Client Orientation Confidentiality, Integrity and honesty. An understanding of the National Archives and Records Service Act. Must be familiar with different filing systems. The candidate must be able to work under pressure and deliver timeously.

DUTIES

: The successful candidate will be responsible for providing registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain the remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in the register. Keep a daily record of the amount of letters franked. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

POST 22/53

: **DRIVER/ MESSENGER, REF NO: DPE/2024/026 (2 POSTS)**

Unit: Knowledge Centre

SALARY

: R155 148.per annum (Level 3)

CENTRE

: Pretoria

REQUIREMENTS

: Grade 10 Certificate plus valid driver's licence.

DUTIES

: Provide driver and messengers services. Perform delivery assignments. Undertake assignments for the Minister. Deal with assignments in a confidential manner. Ensure that official documents in transit is well secured. Ensure the safety of passengers. Transport employees and guests. Collect, deliver and distribute documents and parcels. Render a general support function in the office. Render assistance with logistical arrangements. Assist with the distribution of memoranda, documents, etc. Assist with document reproduction and document binding services.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

POST 22/54

: **FOOD SERVICE AID, REF NO: DPE/2024/027 (3 POSTS)**

Unit: Security and Facilities

SALARY

: R131 265.per annum (Level 2)

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of an NQF level 1 to 4 qualification plus exposure in refreshment preparation, etiquette, hygiene and serving. The following key competencies and attributes are: Basic literacy, good communication skills, organising skills, interpersonal relations, Flexibility and Teamwork.

DUTIES

: Provide refreshment serving services. Serve refreshment to official visitors and cater for meetings held at DPE in a professional manner. Secure refreshment stock for meetings. Alert the supervisor to replenish refreshment items and cleaning material. Tidy boardrooms cutlery and alert the supervisor to the need for procurement of new items. Ensure regular serving of water in the boardrooms. Manage the bookings system of the boardrooms. Render assistance with logistical arrangements in preparation for meetings. Assist with document reproduction and facsimile services.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line-job@onlinecareerguidance.co.za. There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 05 July 2024 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Use of the old Z83 Form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. 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 for SMS posts, the selection committee 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 tools. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. The Department intends to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. NOTE: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 22/55** : **DEPUTY DIRECTOR-GENERAL: RECREATION DEVELOPMENT AND SPORT PROMOTION REF NO: DSAC-01/06/2024**
- SALARY** : R1 741 770 per annum, (Level 15) (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria
Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Sport Management/Sports Sciences/ Business Management or relevant qualification; Post graduate qualification (NQF level 8) as recognised by SAQA in the relevant field; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 8 years relevant experience at a Senior Management level in the sport and recreation sector; A valid driver's license and willingness to travel. Competencies: Industry knowledge - Thorough knowledge of principles and procedures organisations and stakeholders within the sporting fraternity, both locally and internationally; Knowledge and

understanding of relevant policies, legislation and regulations that govern the sport sector; Thorough understanding of anti – doping agencies and compliance with the anti- doping regulatory framework; Knowledge and understanding of infrastructure development and relevant policies and prescripts; Knowledge of PFMA and relevant legislation; Effective communication and interpersonal relations; Presentation skills; Programme and Project Management skills; Demonstrates knowledge of general concepts of financial planning, budgeting, and forecasting and how they interrelate; Strategic capability and leadership; Client orientation and customer focus; Problem Solving and Analysis skills; People Management and Empowerment; Service Delivery Innovation; Change Management; Proven leadership and management abilities; Multi-skilled, dynamic; Self-motivated professional; Computer literacy; Ability to mobilize resources for the development and promotion of sport.

DUTIES

: Key Performance Areas: The purpose of this post is to oversee promotion, coordination, development and monitoring of Sport and Recreation and infrastructure and to direct and provide strategic leadership, advisory and support service to the Sport and Recreation sector; Oversee and support the provision of mass participation opportunities in sport and recreation; Facilitate opportunities in communities to ensure active participation in organised sport and recreation events; Implement sport and recreation promotion campaigns and events; Ensure provision of equipment and attire as per established norms and standards; Facilitate the establishment of community hubs and clubs that integrate into Federation structures; Identify and support a network of NGOs', CBO'S and NPO'S that contribute to Sport for Development and behavioural Change; Support the delivery of Community Outreach Programmes; Identify and support Priority Codes of Sport played at Schools in line with National Priorities; Establish /Support School Sport code committees and a school sport Co-ordinating Committee; Ensure participation in the National School Sport Champions; Ensure learners participation at district school sport tournament; Oversee the deliverables relating to the DORA grant; Manage and support the development of high-performance athletes to achieve success at an international level; Maintain a calendar of domestic Competitions; Ensure athletes are supported through the scientific support programmes; Ensure athletes are supported by sport academies; Organize various recognition events, like the SA sports Awards to encourage and recognise elite performance/ achievements; Manage an integrated support system to enhance the delivery of sport and recreation; Facilitate the implementation of the compliance of federations with the transformation Scorecard; Ensure the dimensions of the scorecard are completed by National Federations; Provide support to the Eminent Persons Group and ensure the finalisation of the Annual Transformation Report; Oversee support to sport and recreation bodies; Support to drug free sport agencies and other sport public entities; Develop, upgrade, and maintain an electronic Sport information and management system that will serve as a portal for information to service the whole sports sector; Co-ordinate research for Sport; Ensure South Africa plays international multi- lateral organisations like UN, UNESCO, AU; Oversee sport and recreation infrastructure support services; Oversee support of funding, technical and project management to municipalities for the development of sport infrastructure through Municipal Infrastructure Grant; Ensure provision of outdoor gyms/children play parks; Facilitate the provision of infrastructure projects in schools as an intervention; Communicate and regularly review the norms and standards for the provision of Sport and Recreation facilities; Manage the construction of legacy projects for heritage project; Manage deliverables relating to major sport events including bidding and hosting; Provide guidance and monitor the execution of tasks relating to the major international events receiving intra-governmental support; Provide guidance and monitor the execution of tasks relating to the preparation of status reports detailing national and international sporting events, exhibitions, or conferences used to showcase SA as a sport tourist destination; Compile report to indicate the socio – economic impact of Hosting major sporting events on the economy of the country and the contribution of sport to Tourism; Oversee the management of all the resources in the programme; Oversee compliance of legislative prescripts, monitoring, and evaluation, organisational performance, and corporate governance

ENQUIRIES

: Dr C Khumalo, Tel No: (012) 441 3439

NOTE

: It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

POST 22/56

: **DIRECTOR: LIVING HERITAGE REF NO: DSAC-02/06/2024**

SALARY

: R1 216 824 per annum (Level 13) (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Humanities, Social Science or equivalent Heritage related qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 5 years relevant experience at a Middle Management (Deputy Director level) /Senior Management level in Living Heritage; A valid driver's license. Competencies: Knowledge of heritage sector; Knowledge of guidelines and procedures of living heritage; Knowledge of Public Service Legislation, Policies and Regulation; Knowledge of

DUTIES

budget; Good communication and interpersonal relations; Research skills; Computer literacy; Report Writing, Planning and Organizational Skills; Problem solving skills; Teamwork.

Key Performance Areas: The purpose of this post is to facilitate the implementation of national legislation and policies for the collection, protection and promotion of living heritage/intangible cultural heritage(ICH) in South Africa including the transformation of South Africa's naming landscape; Ensure the smooth and effective functioning of the South African Geographical names council and its secretariat; Ensure that South African Geographical Council is fully constituted and conducts its business as per Act 118 Of 1998; Ensure that Geographical names are processed and submitted to the Minister for consideration; Ensure that the SAGNC ACT 118 and Regulations amendments are processed and submitted to the Minister for consideration; Ensure that the SAGNC secretariat renders efficient and effective function to the SAGNC; Ensure the commencement of national documentation of South African ICH and Indigenous Knowledge Systems (IKS) project; Ensure that candidates for documenting ICH and indigenous knowledge are appointed; Ensure that information on ICH and indigenous knowledge is documented from all nine provinces; Ensure that an ICH national register is developed; Ensure the appointment and functioning of South African Ministerial Advisory Panel on ICH; Ensure that the public nomination process is completed; Ensure the appointment of the ICH Panel; Ensure that the ICH Panel holds its meetings; Ensure the commissioning publishing and delivery of books profiling living human treasures (LHT); Ensure that the Director General (DG) approves Terms of Reference (TORs) and submission for LHT books; Ensure that the service provider works in terms of the Service Level Agreement; Ensure that books are submitted to the Minister for approval; Ensure liaison with living human treasures; Ensure development and approval of Heritage month themes and concept documents; Ensure attendance of meetings with internal and external stakeholders for the implementation of heritage month activities.

ENQUIRIES

Mr I Langeveld, Tel No: (012) 441 3037

NOTE

It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

OTHER POSTS

POST 22/57

DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: DSAC-03/06/2024

SALARY

R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE

Pretoria

REQUIREMENTS

Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma/NQF Level 6 as recognized by SAQA in Communications / Public Relations / Media Studies / Journalism or relevant qualification; 3-5 years relevant experience in the communication environment, at least 3 years at an Assistant Director level; Valid driver's licence and willingness to travel extensively. Competencies: Knowledge of relevant policies and procedures; Knowledge of Intergovernmental Relations and Internal Communication; Knowledge and understanding of Media Relations; Understanding of Operations of different Media sections; Knowledge of Marketing and Promotional Strategies; Knowledge and understanding of the South African media landscape and operations; Knowledge of GCIS guidelines for internal communication and website; General knowledge of relevant policies, Acts, Regulations and frameworks; Research and analytical thinking; Problem solving skills; Project Management skills; Conflict Management; Good Communication and interpersonal relations; Computer literacy; Creative writing, editing and Reporting skills; Acceptance of responsibility; Ability to handle matters of a confidential nature.

DUTIES

Key Performance Areas: The purpose of this post is to ensure an effective and efficient internal communication and intergovernmental system for the department to allow for informed and empowered internal and external stakeholders of the department; Ensure an efficient intergovernmental system within the department through stakeholder engagements with national, provincial, and local government; Liaison with GCIS by facilitating departmental inputs towards the GCET report; Provide support and content to ICTS and Social Clusters and the Government Communicator's Forum (GCF); Attend and provide departmental inputs at the government's Rapid Response meetings and any other meetings; Attend GCIS internal communication forum and implement decisions of the forum; Communicate the department's programme's priorities, Annual Performance Plan and achievements to increase participation from all stakeholders; Develop and implement Internal communication strategy; Ensure implementation of internal communication strategy; Measure the effectiveness of internal communication within the department; Conduct research on new trends; Manage and monitor internal communications; Develop and implement an annual internal communication plan inclusive of the quarterly departmental newsletter; Share departmental information to ensure all public servants/employees are informed about key government/departmental programme priorities, policies, and any relevant information; Coordinate and lead the Communicator's Forum of the department (inclusive of provincial and all entities); Manage usage of internal communication channels to distribute messages; Conduct surveys to determine the effectiveness of internal communication platforms; Internal Networking Session; Manage Media

Relations; Draft and send out media advisories and statements as and when required; Assist to facilitate the development of media responses to prevent a negative reputation of the department; Acknowledge all media inquiries and indicate the intention of the Department; Support the media briefings on Departmental activities; Support the coordination of the media networking sessions; Support in the development of media communication plans and implementation; Develop and coordinate media buying plan with costing, media platforms and frequency; Coordinate and support the appointment of the departmental media buying service provider; Manage content of Departments social media platforms; Develop communication monthly/quarterly reporting; Develop forewords and speaking notes/speeches as and when required by the Chief Director; Assist in the development content for the department's social media platforms.

ENQUIRIES : Ms Z Velaphi, Tel No: (012) 441 3010
NOTE : Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/58 : **DEPUTY DIRECTOR: LIBRARY POLICY COORDINATION AND ASSOCIATED INSTITUTIONS REF NO: DSAC-04/06/2024**

SALARY : R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year National Diploma/ Degree/(NQF level 6) as recognised by SAQA in Library and Information Science or relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in the library and information services sector; Valid driver's licence. Competencies: Extensive knowledge of national and provincial legislation pertaining to library and information service sector including related institutions and associations; Extensive knowledge of policy administration, development, coordination and implementation; Knowledge of continental and international LIS institutions and associations; Extensive knowledge in managing budget and human resource matters; Strong liaison, communication, research and report writing skills; Experience in administration; Compatible with MS Office; Leadership skills; Project management

DUTIES : Key Performance Areas: The purpose of this post is to provide administrative support service to the National Council for Library and Information Services (NCLIS), the Legal Deposit Committee and manage the administration of the national Library and Information Service (LIS) legislation and support the coordination and administration of the conditional grant for community libraries; Manage the investigations on national library and information services policy matters; Coordination and implementation of policies; Create awareness of policies and legislation amongst the stakeholders and ensure that they are published on the departmental website; Manage and coordinate consultations required and render support with the preparation and finalization of the legislation; Draft cabinet memorandums, discussion documents, presentations and submissions relating to policy matters; Attend to corporate governance matters related to National Council of Library and Information Services (NCLIS) and the Legal Deposit Committee; Administer matters relating and/or managed by the National Library of South Africa (NLSA), the South African Library for the Blind (SALB) and Blind South Africa and draft related submissions; Manage the Secretariat of the National Council for Library and Information Services (NCLIS) and the Legal Deposit Committee (LDC); Monitor and provide administrative support and coordinate functions of the NCLIS and the LDC; Manage the general meetings and workshops of the NCLIS and LDC, and monitor their expenditure relating to travel and subsistence, accommodation and catering for the meetings; Implement decisions taken during meetings, monitor and report progress; Evaluate the relevance of content in the annual reports of the NCLIS and the LDC; Oversee the logistical arrangements for the NCLIS and LDC meetings and workshops as scheduled; Support the coordination of the conditional grant for community libraries and management; Collect information and report on progress of the conditional grant projects; Formulate submissions and reports and respond to enquiries received in relation to the community library conditional grant; Communicate and draft the responses of enquiries as required; Monitor the implementation of the National Library of South Africa and South African Library for the Blind projects and expenditure on the conditional grant; Attend quarterly review meetings, business plan meetings, and intergovernmental forums with provinces; Manage and administer ad hoc grants; Draft Terms of Reference and Service Level Agreements to be signed by the service providers as required and ensure supply chain management and financial requirements are adhered to; Manage Memorandum of Agreements related to the transfer payments to NLSA, SALB, LIASA and SANCB and BlindSA; Formulate submissions on matters that must be brought to the attention of the DG and Minister relating to the NLSA, SALB, LIASA, SANCB and BlindSA; Draft responses to parliamentary questions and other enquiries relating to ad hoc grants; Manage resources of the sub-directorate; Compile inputs to the directorate budget and monitor expenditure thereof; Provide oversight support on human resource matters relating to management of leave, submission of leave forms, completion of performance agreements and assessments; Allocate and supervise work to

subordinates and monitor progress and reports; Monitor submission of reports of consultants and assist with analysis thereof.

ENQUIRIES

: Ms R Phasha, Tel No: (012) 441 3321

NOTE

: Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities

POST 22/59

: **DEPUTY DIRECTOR: HERITAGE COMMEMORATION (INTANGIBLE CULTURAL HERITAGE MEMORIALISATION) REF NO: DSAC-05/06/2024**

SALARY

: R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Social Sciences or heritage-related studies or relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in conceptualization and management of Intangible Cultural Heritage (ICH) commemoration and memorialization; Competencies: Knowledge of relevant policies and prescripts; Advanced knowledge and understanding of project management; Knowledge of the SA Heritage sector / Indigenous Knowledge System; Knowledge and understanding of Intangible Cultural Heritage Memorialisation; Presentation skills; Computer literacy; Analytical skills; Good communication and interpersonal relations; Problem solving skills; Planning and Organisational skills

DUTIES

: Key Performance Areas: The purpose of this post is to manage Intangible Cultural Heritage (ICH) memorialisation for preservation and promotion of ICH; Coordinate Intangible Cultural Heritage Commemoration and Memorialisation; Commemoration of key community traditional activities, key traditional ceremonies and festivals, traditional dance activities of diverse cultural groups in the provinces; Coordinate the memorialization of historic events associated with iconic figures, watershed moments and episodes through key anniversaries such as raids into neighbouring countries, tragedies, memorial lectures, battles, etc; Support the management of the implementation of a national strategy and implementation plan on ICH preservation and promotion; Initiate and coordinate programmes with external stakeholders on ICH preservation and promotion; Support the development and coordination of partnerships for the implementation of the 6-pillar implementation plan; Incorporate the guidance of the ICH panel into the implementation of each pillar; Conceptualise Heritage Day and Month; Consult with relevant stakeholders on the draft concept and theme(s); Submit recommended concept and theme(s) for approval; Plan, arrange and attend meetings with internal and external stakeholders for the implementation of heritage month activities; Execute duties in relation to heritage month and day; Develop and monitor a database relevant to work of the section; Develop data collection tools for database; Facilitate data collection processes; Analyse data, develop and implement ICH memorialization strategies based on data; Liaise with relevant stakeholders such as provincial authorities, municipalities, etc; Plan, arrange and attend meetings with relevant stakeholders for the implementation of ICH memorialization activities; Draft and route submissions, letters, memorandums, speeches, correspondence, etc; Manage resources of the sub-directorate

ENQUIRIES

: Mr I Langeveld, Tel No: (012) 441 3037

NOTE

: Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/60

: **DEPUTY DIRECTOR: ENTITY, OVERSIGHT AND INTERFACE REF NO: DSAC-06/06/2024**

SALARY

: R849 702.per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Financial/ Accounting/ Social Sciences/Humanities or relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in Accounting/ Financial Management/ corporate governance/ performance monitoring or similar position within the public service environment and also in Public Entities Competencies: Knowledge of Public service regulations; Knowledge and understanding of financial analysis; Understanding of Good Corporate Governance principles; Knowledge of strategic planning and budgeting processes; Understanding of the Accounting Standards; Knowledge and understanding of financial and non-financial Performance monitoring management; General knowledge of legislative and compliance frameworks; Good research and analytical skills; Problem identification and solving skills; Project management and strategic thinking abilities; Computer literacy; Good communication and interpersonal relations. (Excellent written and verbal skills)

DUTIES

: Key Performance Areas: The purpose of this post is to ensure that the Public Entities apply good governance practices, adhere to all relevant legislation, and use resources at their

disposal in an effective and economical manner by providing guidance and implementing a continuous monitoring procedure; Ensure Quarterly reports are received and analysed from Entities in terms of Non-Financial and Financial performance; Ensure that reports are analysed with regards to compliance adherence as well as issues such as demographics, job creation etc.; Ensure that the Minister is apprised with regards to the performance of each institution; Ensure that performance feedback is provided to the Public Entities; Analyse the Annual Performance Plans from Public Entities and provide feedback; Ensure that Draft Annual Performance Plans are submitted, and feedback provided; Ensure that final Annual Performance Plans are submitted by public entities and approved by the Executive Authority for tabling; Ensure that the Annual Performance Plans are tabled in Parliament; Ensure that Shareholders Compacts between public entities' Chairpersons and Minister are compiled and signed; Ensure that the Draft Annual Reports submitted by public entities are evaluated, and feedback provided to the Public Entities; Ensure that public entities submit final Annual Reports for tabling in parliament; Facilitate and coordinate the secretariat of the Sector Forum; Ensure that sector Forums are held and that the Agenda for the Forum is approved by the Chairperson; Ensure that date and venue of the Forum is communicated to the Forum members; Ensure that venues and logistics for the Forums have been secured; Ensure that the Minutes of the Forums are compiled and distributed; Ensure that decisions of the Forum are implemented; Conduct site visits to Public Entities for oversight of PFMA and legislative issues by Public Entities; Liaise with the Management of the Public entity and secure dates for the site visit; Prepare quarterly non-financial status of the entity for engagement during the meeting; Assess the state of Governance in the Public Entity to provide inputs during the meeting; Liaise with public entities and the Department of Public Works and Infrastructure (DPWI) in relation to management public entities' leases; Assist the entities in organizing new leases, renewal of leases and termination of leases; Manage the transfer of lease and municipal charges budget to entities; Facilitate the signing of lease agreement between the Department and DPWI; Coordinating the constitution of Councils; Ensure that a Database of Council members is established and always updated; Ensure that the process to appoint a new Council starts on time; Ensure that the nomination process for a new Council takes place; Arrange shortlisting and interviews of nominated candidates; Compile submission to the Minister for the appointment of successful candidates; Ensure that the newly appointed Council members are informed; Ensure that Induction workshops for the new Council takes place; Ensure that in case of vacancies in Councils, the Minister appoints replacements.

ENQUIRIES

NOTE

: Mr S Tsanyane, Tel No: (012) 441 3492
 : Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/61

ASSISTANT DIRECTOR: SECURITY SERVICES-NATIONAL ARCHIVES REF NO DSAC-07/06/2024

SALARY

CENTRE

REQUIREMENTS

: R444 036 per annum (Level 09)
 : Pretoria
 : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Security Management, Security Risk Management, Policing, Bachelor of Arts in Forensic Science and Technology or relevant qualification; 2-3 years relevant experience at Chief Security Officer/Security Administrative level in Security services or related field; Registration with PSIRA-Minimum of Grade A Management Certificate; a Valid Driver's license. Competencies: Knowledge of Public Service Regulations; Knowledge of the access control procedures; Strong personality ;Resilience; Reliability; Knowledge of measures for the control and movement of equipment and stores; Knowledge of prescribed security procedures and application thereof (e.g. MISS, Minimum Physical Security Standards (MPSS), NISA, Protection of Information Act, Firearms Protection Act, Access to Information Act, Control of Access to Public Premises and Vehicle Act, Occupational Health and Safety Act, etc.) and the authority on security officers under these documents; Knowledge on the relevant emergency procedures; Knowledge of security control room and reception management; Knowledge of operating fire detection and extinguishing system, CCTV camera and access control system; Knowledge of general security administration; Planning and Organizing skills; Problem solving and analysis; Good communication and interpersonal relations; Project management skills; Contract management; Computer literacy.

DUTIES

: Key Performance Areas: The purpose of this post is to implement physical and information security services in the Department; Monitor utilization and functionality of X-Ray machine and metal detector; Monitor the implementation of Service Level Agreement regarding compliance and non-compliance; Assist with Security Policy and Procedures implementation; Manage electronic access control, CCTV and Fire Prevention System; Assist in drafting terms of reference for security tenders; Conduct security audits; Implement key control; Report non-functional security systems to the supervisor; Monitor personnel, visitors, and procedures; Interpret security management information; Report back on security incidents, breaches, and risks; Investigate security incidents and breaches; Receive and peruse inspection reports; Perform sites' (NARSSA, NFVSA and OLB) inspections; Monitor implementation of access control; Provide information security awareness programs; Assist with health and safety matters; Assist with drafting and updating of Security Policy, Security Risk Assessments,

Security Plans and Tender Documentation; Review security circulars / directives; Obtain inputs and submit for approval; Draft / update Security Policy; Draft / update Security Risk Assessments; Supervise subordinates.

ENQUIRIES : Mr K Makena, Tel: (012) 441 3214
NOTE : Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/62 : **ASSISTANT DIRECTOR: GIS (GEOGRAPHICAL NAMES) REF NO: DSAC-08/06/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Geographic Information Systems or relevant qualification; 2-3 years relevant experience at a Senior/Officer level in information or data analysis, data capturing and processing. competencies: Knowledge and understanding of Geographical Information Systems; Computer literate; Knowledge and understanding of relevant policies and prescripts; Good communication and interpersonal relations; Analytical and critical thinking skills; Ability to work with ArcView, ArcMap and Visual basics; Excellent communication and interpersonal skills; Problem solving and analysis; Planning and organization; Knowledge of basics of Project Management.

DUTIES : Key Performance Areas: The purpose of this post is to provide support and assist the South African Geographical Names Council to fulfil its mandate of advising the Minister on the standardisation of Geographical Names in South Africa; Manage and coordinate the national database on geographical names; Establishment, Configuration, database design; Perform regular performance monitoring and troubleshooting where necessary; Conduct backup and data recovery; System enhancement and maintenance; Coordinate the capturing and processing of geographical names at all levels; Plan and document system requirements and specifications; Assist with all required documentation and make recommendations on the appointment of service providers; Develop a training plan for provinces; Capture gazetted geographical names data; Ensure to capture/process geographical names received; Check correctness of geographical names coordinates as soon as the applications are received; Work with a Subcommittee of the SAGNC to quality check the applications received, ensuring that they meet all the requirements for standardization; Compile reports for the Department and the South African Geographical Names Council; Develop system workflow processes; Develop audit trail process to build into the system; Generate Geographical Names system reports and present to the SAGNC and Senior managers; Manage the lists, schedules, spreadsheets, data of all approved and gazetted geographical names and readily provide these on request; Ensure alignment of physical records and those records on the database, work with Records Management Section (Archives) to ensure digitization of the records to do with gazetted names; To support the work of the Council, assist the Unit with drafting submissions, memos, minutes to do with geographical names; Assists with PAIA request to geographical names; Ensure that Geographical names information is on the departmental website is packaged for electronic publication; Coordinate the development of web portal to be linked with the departmental website; Upload geographical names data on the GIS system onto the web portal for publication; Coordinate and Conduct capacity building training with National, Provincial and Local government departments; Schedule and conduct training or engage in capacity building exercise with provinces on Geographic Information Systems; Liaison with National, Provincial and Local government departments; Conduct capacity building training.

ENQUIRIES : Ms T Mthembu, Tel No: (012) 441 3679
NOTE : Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 22/63 : **ASSISTANT DIRECTOR: CLIENT SERVICES AND OUTREACH REF NO: DSAC-09/06/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Archival Studies /History /Communication /Museum studies or relevant qualification; 2-3 years relevant experience as an Archivist /Audio-Visual Archivist in similar environment; A certificate in Project Management will be an added advantage. Competencies: Knowledge of Public Service Regulations; Knowledge and understanding of relevant legislative framework governing the Public Service; Knowledge of Preservation policy; Understanding of outreach strategies; Knowledge of audiovisual records and preservation; Good communication and Interpersonal relations; Project Management; Understanding of research methodology; Knowledge and understanding of Digitisation; Report writing skills; Computer literacy; Analytical Skills; Planning and organising skills

DUTIES : Key Performance Areas: The purpose of this post is to collect, preserve and make available Film, Video and Sound recordings as well as related materials for promotion and accessibility for the Public and researchers in South Africa and elsewhere; Facilitate Client Services and outreach programmes, special projects and administration of related material; Ensure that reading rooms and NFVSA library are made accessible to Researchers; Planning and execution of outreach programmes in communities, public relations activities, including festivals; Manage

the research and planning of exhibitions; Manage Oral History, Special Projects and Related Material collections (SASKI); Manage collection control of library books, periodicals, scripts, stills and all paper records as well as the related materials including SASKI; Manage the reception desk and provide a supervisory role to all students and groups visiting the NFVSA for tours; Coordinate data inputs for NAAIRS database and the NFVSA website; Provide inputs for the betterment of NAAIRS and the website projects; Coordinate NFVSA Oral History projects; Undertake Oral History Projects identified; Provide feedback to management after completion of each project; Conduct research and feasibility study for related projects; Prepared submissions and compiled budget for related projects; Provide advice in terms of acquisition of required equipment; Co-ordinate and arrange trainings internal and externally on the management of audio-visual collection; Facilitate training needs to internal and externally stakeholders and compilation of training schedule; Liaise with management for training budget approval; Inform staff of their roles in training programs and monitor progress; Prepare progress report on training provided to management; Training of learners in oral history methodology (OHASA Programme); Supervise subordinates; Collect and consolidate inputs for reports/operational plans

ENQUIRIES

:

Adv D Maake, Tel: (012) 441 3152

NOTE

:

Preference will be given to Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

NATIONAL DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 05 July 2024
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates

MANAGEMENT ECHELON

- POST 22/64** : **CHIEF DIRECTOR: RURAL AND SCHOLAR TRANSPORT IMPLEMENTATION REF NO: DOT/HRM/2024/04**
Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Implementation
- SALARY** : R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate (NQF level 7) qualification as recognised by SAQA in Transport Economics /Economics / Development Economics / Transport Management / Finance / Public Management Transport and Logistics Management / Development in Planning and Management or related qualification with a minimum of 5 years' experience at a senior management level in a transport sector. A valid driver's licence is required. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge and understanding of the public, rural and non-motorised transport. Knowledge of developing strategies and policies. Sound knowledge of the PFMA, and the Treasury Regulations. Sound knowledge of the transport sector. Knowledge and understanding of the Public Transport regulations and prescripts. Knowledge of the compilation of management reports. Communication and negotiation skills (verbal and written). Computer skills. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.

DUTIES

: Develop, implement and maintain rural transport strategies, network plans, systems and services. Manage the implementation and maintenance of rural public transport policy and strategies. Develop rural transport network plans. Develop and support rural public transport partnerships, by implementing women and youth empowerment programmes. Manage the integration of special groups into rural public transport systems. Manage the rollout of public transport services and systems in rural areas. Manage the provision of institutional support and monitoring service for rural transport programmes across the spheres of government. Develop and support rural public transport partnership initiatives. Manage the implementation and maintenance of the scholar transport policy and strategies. Manage the implementation and maintenance of scholar transport policy. Develop and implement scholar transport strategies and frameworks. Facilitate and monitor scholar transport programmes. Develop and support rural non-motorized transport partnership initiatives by implementing women and youth empowerment programmes and integrate special groups into public transport systems. Develop and manage the implementation of accessible transport programmes. Develop and support rural non-motorized transport partnership initiatives. Develop and manage the implementation of accessible transport programmes and empowerment programmes. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES
NOTE

: Mr Mathabatha Mokonyama Tel No: (012) 309 3347
: Candidates must quote the name of the post as follows; "Chief Director: Rural and Scholar" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 05 July 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 Sanitation website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity documents, driver's license etc need not 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. 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 their country of origin (only when shortlisted). The Department of Water and 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 e-mailed 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.
- ERRATUM:** Head Office (Pretoria): Department of Water and Sanitation: Kindly note that the following posts were advertised in Public Service Vacancy Circular 20 dated 24 June 2024, where reference numbers were omitted, Post: 20/28 Engineer Production Grade A - C Ref No: 240624/01 and Post: 20/29 Control Environmental Officer Grade A Ref No: 240624/02.

MANAGEMENT ECHELON

- POST 22/65** : **CHIEF DIRECTOR: WATER RESOURCES INFRASTRUCTURE OPERATIONS & MAINTENANCE REF NO 050724/01**
(Re-advertisement: Applicants who have previously applied must re-apply)
Branch: Infrastructure Management Head Office
CD: Water Resources Infrastructure Operations & Maintenance (WRIOM)
- SALARY** : R1 436 022 per annum (Level 14) (All-inclusive salary package)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : A Bachelor's Engineering Degree (B Eng /BSc Eng) at NQF 7 qualification in Civil Engineering or relevant. The disclosure of a valid unexpired driver's license. At least five (5) to ten (10) years post qualification water engineering experience. Five (5) years' experience at a senior managerial level. Experience in Water Resource Infrastructure Operations and Maintenance. Knowledge of Water Engineering and Water Resource Systems (Dams, Rivers, Pump Stations, Canals, Pipelines, Tunnels). Understanding of Practical Engineering Management Principles. Knowledge of National Water Act, 1998 (Act No 36 of 1998) and related policies. Knowledge of Integrated Water Resources Management. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Project and Programme Management. Basic Understanding of Project Finance. Knowledge of Human Resources Management. Knowledge of Industrial Relations. Understanding of Procurement. Strategic Capability and Leadership. Programme and Project Management. Financial and Budget Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI), Problem Solving and Analysis. People Management and Empowerment. Communication. Client Orientation and Customer Focus. Accountability and Ethical Conduct.
- DUTIES** : Manage the operations and maintenance of national water resources infrastructure in order to supply bulk raw water. Manage dams and surrounding areas (land matters) to meet environmental and social objectives. Manage refurbishment and rehabilitation of national water resource infrastructure to secure a sustainable supply of bulk raw water. Ensure surveillance of all dams owned by the Department of Water and Sanitation in accordance with approved dam

safety legislation. Ensure human resources management, financial management and risk management. Provide maintenance of water resource infrastructure (dams, pump stations, pipelines, syphons, canals, tunnels, gates and valves), monitor operational performance, prepare and/or review reports on various aspects of operations and maintenance. Manage revenue budget, forecast capital and operational expenses in line with the applicable policy. Mobilize budget and resources for the various projects and provide leadership of the Chief Directorate.

ENQUIRIES : Mr. LS Mabuda Tel No: 012 336 8477
APPLICATIONS : Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Planning, Recruitment and Selection Unit

OTHER POSTS

POST 22/66 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO 050724/02**
 Branch: Infrastructure Management Central Operations
 DIR: Operations Central

SALARY : R849 702 per annum (Level 11) (All-inclusive salary package)
CENTRE : Central Operations (Pretoria Office)
REQUIREMENTS : A Bachelor's degree or relevant qualification at NQF Level 7 in Financial Management. Three (3) years relevant experience in Financial Accounting at supervisory/management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulation and guidelines. Ability to write reports, submissions, and compile presentations. Good communication skills both verbal and written. Excellent computer literacy skills in MS Word, Excel, and Outlook.

DUTIES : Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Cluster (including area offices) budget processes and reporting. Managing cluster's assets register and safeguarding departmental assets. Procurement and assets management. Managing Supply Chain functions in line with cluster compliance on all Financial Transactions as per PFMA, Treasury Regulations, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking, debt management, and ensuring that monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and ensure that reporting are efficiently and effectively performed. To provide financial administration and accounting services (ledgers/journals), accounting and reporting (interim and annual financial statements). Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required.

ENQUIRIES : Mr N. Buthelezi Tel No. (012) 741 7301
APPLICATIONS : Central Operations (Pretoria Office) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Praetor Forum Building, Private Bag X273, Pretoria, 0001 or hand deliver to Department of Water and Sanitation, 267 Lilian Ngoyi Street, Pretoria, 0001, First Floor.

FOR ATTENTION : Mr KL Manganyi

POST 22/67 : **QUANTITY SURVEYOR PRODUCTION GRADE A - C REF NO: 050724/03**
 Branch: Infrastructure Management: Head Office
 DIR: Technical Engineering Support Services
 SD: Quantity Surveying and Contract Management

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

- DUTIES** : Reports to the Chief Quantity Surveyor. Provide support to all engineers, contract managers and site agents. Pricing of new construction works development of bills of quantities and estimates and valuation and submission of payment certificates. Calculation of unit rates for record keeping, creating a data base for all construction costs and activities. Co-ordinate professional teams on all aspects regarding quantity surveying and cost reporting. Ensure adherence to quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by engineering designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration.
- ENQUIRIES APPLICATIONS** : Mr. V Monene, Tel No: (012) 336 7842
: Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- POST 22/68** : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO 050724/04**
Branch: Infrastructure Management: Head Office
DIR: Technical Engineering Support Services
SD: Quantity Surveying and Contract Management
- SALARY CENTRE REQUIREMENTS** : R429 930 – R654 252 per annum (OSD) (Offer will be based on proven years of experience)
: Head Office Pretoria
: A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Three (3) years post qualification Engineering Technologist experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Technical design and analysis knowledge. Knowledge in research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing and networking. Professional judgment. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organizing and people management.
- DUTIES** : Provide technological advisory services and procurement administration for appointment of PSPs. Manage technical contract administration services in conjunction with technologists and engineers. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, contract administration guidelines and procedures and incorporate new knowledge and technology in contract administration. Ensure quality assurance of technical designs and tender documents with specifications and make recommendations for approval by the relevant authority. Ensure the development and implementation of a contracts database. Assist with the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline).
- ENQUIRIES APPLICATIONS** : Mr. V Monene, Tel No: (012) 336 7842
: Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICANTS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> and/or at www.ecprov.gov.za. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Qhamisa.Blayi@ecdsd.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.
- CLOSING DATE** : 05 July 2024. No Late Applications Will Be Accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) 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 detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification, and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend/review/withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. For SMS (Senior Management Service) POSTS: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Enquiries can be directed to Mr. Y Singqandu at 043 605-5110/5101. For e-Recruitment Enquiries, send an email to: Qhamisa.Blayi@ecdsd.gov.za

MANAGEMENT ECHELON

- POST 22/69** : **DIRECTOR: NPO MANAGEMENT REF NO: DSD 01/05/2024**
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)
- CENTRE** : Provincial Office: KWT
- REQUIREMENTS** : National Senior Certificate plus B Degree (NQF level 7) in Social Sciences / Equivalent qualification. 2-3 years' experience in social sciences environment working with non-governmental organizations and civic organizations. Plus, a minimum of 5 years' experience in middle management. A driver's license is a prerequisite. Competencies: Demonstrate knowledge and capacity in strategic planning and coordination. Actively foster and demonstrate management and leadership qualities for effective community development Programme, mentoring and delegation. Demonstrate innovation and creativity in community development Programme. Demonstrate knowledge of theory and practice of community work as an intervention strategy. Demonstrate ability to formulate policies and translate them into practice. Demonstrate understanding of a developmental approach in supporting, developing and transferring skills to Programme implementation staff. Knowledge and awareness of social

research needs for Programme planning and development. The public service core and process competencies.

DUTIES : Provide a strategic and leadership guidance in the implementation of integrated services in partnership with NPO sector. Design models and align legislations and policies on NPO Management. Coordinate relevant research to inform NPO Management strategies, policies and programmes. Develop strategies, policies, programmes, frameworks and interventions for management of the NPO Sector and effective programme management guided by the Social Development sector mandate. Coordinate planning, implementation, monitoring, reporting and evaluation of Services to NPOs. Facilitate partnerships and undertake stakeholder management including NPO forums with a view to promote mainstreaming and results oriented NPO Management Programs. Participate in Provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental senior management. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness. implementation across the regions. Develop, manage and evaluate specific activities of sub-ordinates to ensure delivery of desired outputs and outcomes.

ENQUIRIES : may be directed to Mr. Y Singqandu Tel No: 043 605 5101/5110
e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

POST 22/70 : **DISTRICT DIRECTOR: AMATHOLE REF NO. DSD 02/05/2024**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (Deputy Director) experience. Sound Knowledge of the Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

DUTIES : Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Coordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop a strategy for partnership collaboration and management of such network. Oversee implementation of the Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the institutionalization and establishment of operational organizational performance information management systems and practices in the department.

ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5101/5110
e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applications must be submitted using only the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za> and/or www.ecprov.gov.za (under Careers). The system is available 24/7 and closes at 23:59 on the closing date. For any e-Recruitment enquiries, send an email with your ID Number, Profile Email Address and the Details of your issue to: Simphiwe.Mgudlwa@ectransport.gov.za. Do not send any applications here; should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

CLOSING DATE : 05 July 2024. (No Late Application Will Be Accepted)

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend/review/withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Enquiries: Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

MANAGEMENT ECHELON

POST 22/71 : **DEPUTY DIRECTOR-GENERAL: TRANSPORT INFRASTRUCTURE PLANNING REF. DOT 01/05/2024**

SALARY CENTRE REQUIREMENTS : R1 741 770 – R1 962 090 per annum (Level 15) (All-inclusive annual salary range) (KWT)
 : National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Civil or Built Engineering. Honour's Degree (NQF Level 8 as recognized by SAQA) in Civil Engineering or Built Environment. Extensive experience in the relevant field (infrastructure delivery and management). 8-10 years' experience at senior management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license. Knowledge: Knowledge of programme-based engineering operational planning research and development, public service regulations and data analysis. Ability to negotiate with high-level executives in public and private sector, to secure government's investments and opportunities. Programme and project management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of basic HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations and other government policies/Acts pertinent to infrastructure. Ability and willingness to work under pressure and long hours. Engineering norms and standard. Specific knowledge of the transport sector. Public sector governance and administration. Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management, Programmes and Project Management.

DUTIES : Manage the implementation of the branch's programmes (Transport Infrastructure and Expanded Public Works Programme). Oversee the management of the provincial implementation of infrastructure programme through regional centres, according to best management practices. Oversee monitoring and evaluation requirements. Oversee operations through a well-developed data-management system and ensure regular reporting against approved plans. Ensure strategic leadership and overall management for the branch. Manage the development and provision of data management, monitoring and evaluation of infrastructure performance. Manage and co-ordinate the development and deployment of Provincial interventions in order to achieve development goals of the province. Co-ordinate EPWP, reporting, and provide monitoring and evaluation and information management systems support to the programmes funded by the Branch. Manage and implement an effective monitoring protocol for the Branch. Manage the evaluation function for Branch activities. Prepare and circulate framework documents to programme managers. Ensure focused value and resourcing as well as monitoring and evaluation. Co-ordinate research, planning, quality assurance, and establishment and review of norms and standards for the programmes funded by the branch. Manage and control prioritised roads projects towards eradicating infrastructure investment backlog. Co-ordinate the Branch administration services. Oversee roads construction and provision of engineering services. Ensure the construction and maintenance of roads and related structures (including development of policies, norms, and standards). Oversee the

procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the design and implementation of programs and projects to empower vulnerable groups. Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

ENQUIRIES : Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Enquiries: simphiwe.mgudlwa@ectransport.gov.za

OTHER POSTS

POST 22/72 : **CHIEF ARTISAN GRADE A REF: DOT-GFMS 04/05/2024**

SALARY : R455 223 per annum (OSD)

CENTRE : East London

REQUIREMENTS : Trade Test Certificate in Motor Mechanics (Diesel/Petrol) 3 years' experience in a technical workshop environment Post Trade Test Qualification, Minimum 3 years relevant technical working experience in a technical workshop/field. A valid code 10 driving license is essential. Experience in the motor industry, Original Equipment Manufacturer (OEM) or Fleet management will be an added advantage. Skills And Competencies: Decision Making. Communication. Problem Analysis. Self-Management. Technical Proficiency. Technical report writing. Risk management. Strategic thinking. Knowledge of merchant management.

DUTIES : Manage and provide specialist technical and advisory services. Manage the administration of fleet maintenance. Manage the allocated financial resources of the Sub-Unit. Manage the fleet maintenance strategy. Manage fleet Maintenance risk register. Manage and Supervise subordinate staff in 6 districts. Apply knowledge management practices for the Sub-Unit.

ENQUIRIES : Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 22/73 : **ASSISTANT DIRECTOR: DISTRICT SCHOLAR TRANSPORT (02 POSTS)**

SALARY : R444 036 - R532 602 per annum (Level 9) (Annual salary range)

CENTRE : Joe Gqabi (Ref.DOT01/05/2024) (1 Post)

Sarah Baartman (Ref.DOT 02/05/2024) (1 Post)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management / Transport Economics / Public Administration / Public Management / Project Management / Social Science / Communication / Developmental Studies. 3 year's relevant supervisory experience (Level 7/8) in Public Transport Management. A Valid Driver license. Knowledge: Public Transport Transformation. Public Transport Forums. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing. Project Management. People Management. Resource Management.

DUTIES : Administer Road-based public transport contracts. Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and Analyse reports from supervising and monitoring firms. Financial Management. Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation, and utilization of human resources for the sub-directorate to ensure a competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises, and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions

ENQUIRIES : Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 22/74</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF: DOT-GFMS 01/05/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	B Degree/ B Tech (NQF Level 7) in Finance/ Auditing majoring in accounting with at least 3 years' relevant working experience at supervisory level or salary level 7/8 in finance in an accrual environment, of which 2 years must be in asset management in an accrual accounting environment. A valid code 08 Driving license is essential. Applicants must attach transcripts or provide detailed major subjects in the curriculum vitae. Skills And Competencies: Practical knowledge of Accounting Standards. Analytical thinking skills, Attention to Detail, Creative thinking, Decision Making, Problem Solving, Team Player and Technical Proficiency.
<u>DUTIES</u>	:	Manage the maintenance of registers for fixed assets, operating leases and vehicle inventories, Maintenance of finance lease registers and reconciliations, Coordinate logistics management relating to fixed assets and consumables for the Trading Entity, Review of all reconciliations for PPE, Operating leases and inventory, Promote correct implementation of sound asset management practices and Supervise employees to ensure an effective asset management services and undertake all administrative functions required.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/75</u>	:	<u>ASSISTANT DIRECTOR: FLEET LOSS CONTROL MANAGEMENT REF: DOT-GFMS 02/05/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) / B Degree (NQF level 7) in Forensic Investigations/ Policing / Legal with at least 3 years relevant working experience at supervisory level or salary level 7/8 in a Loss control environment / General Investigations / Motor Vehicle accident-related investigations. A valid code 08 driving license is essential. Skills And Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organizational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency
<u>DUTIES</u>	:	Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc). Conduct and manage other investigations (theft, fraud, corruption, etc). Support GFMS planning processes. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/76</u>	:	<u>WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT REF: DOT-GFMS 03/05/2024</u> (One year contract)
<u>SALARY</u>	:	R444 036 per annum (Level 09) plus 37% in lieu of benefits
<u>CENTRE</u>	:	Gqeberha Government Garage
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) in Logistics / Public Administration/ Public Management / Transport Management/ Transport Economics/ Management with at least 3 years' relevant working experience in a Warehouse/ Depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. Logistics experience will be an added advantage. A valid code 08 driving license is essential. Skills And Competencies: Good communication skills, Team player, Self-management, Problem Solving and Decision Making and Computer Literacy.
<u>DUTIES</u>	:	Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs (towed in vehicles), rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Manage decommissioning of non-compliant vehicles (removal of vehicle accessory). Safe keeping of vehicles accessories and vehicle keys. Vehicle stock reconciliation and reporting. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .

<u>POST 22/77</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT SERVICES (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R376 413 – R443 403 per annum (Level 8) (Annual salary range) Joe Gqabi (Ref.DOT 03/05/2024) (1 Post) Alfred Nzo (Ref.DOT 04/05/2024) (1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in financial environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Administer and coordinate cash flow management, which would include the following: Request PERSAL report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes Identify accounts that needs attention. Preparation and verification of journals. Capturing journals into the system. Capturing journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation. Responsible for inter-departmental receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 Se-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/78</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES (07 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) (Annual salary range) Alfred Nzo (Ref.DOT 05/05/2024) (1 Post) Chris Hani (Ref.DOT 06/05/2024) (1 Post) OR Tambo (Ref.DOT 07/05/2024) (2 Posts) Sarah Baartman (Ref.DOT 08/05/2024) (3 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication / Business Administration / Transport Management / Transport Economics. 1-2 years' relevant experience in the environment. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management–ensure the development, motivation, and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/79</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF.DOT 09/05/2024</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) (Annual salary range) Amathole

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in the environment. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS. In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>POSDT 22/80</u>	:	<u>INTERNAL AUDITOR: PRE-AUDIT (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Sarah Baartman (Ref.DOT 10/05/2024) (1Post) Chris Hani (Ref.DOT 11/05/2024) (1Post) Amathole (Ref. DOT 12/05/2024) (1Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the Internal Audit environment. Knowledge: Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA), Knowledge of Teammate, Data Analytics systems such as ACL. Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook, and Excel); Communication (written and verbal) skills.
<u>DUTIES</u>	:	Render control, compliance, and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is effected on BAS. Conduct manual verification of payments vouchers before payment is effected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates regarding all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/81</u>	:	<u>SCM CLERK: (SUP) LOGISTICS AND DISPOSAL MANAGEMENT SERVICES (07 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Joe Gqabi (Ref. DOT 13/05/2024) (2 Posts) Chris Hani (Ref.DOT 14/05/2024) (1 Post) Amathole (Ref:DOT 15/05/2024) (2 Posts) OR Tambo (Ref.DOT 16/05/2024) (1 Post)

<u>REQUIREMENTS</u>	: Alfred Nzo (Ref.DOT 17/05/2024) (1Post) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Purchasing. 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	: Render asset management clerical services. Compile and maintain records. Issue equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify the asset register: Render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Provide secretariat or logistical support during the bid consideration and contracts conclusions.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/82</u>	: <u>SCM CLERK (SUP): ACQUISITION MANAGEMENT (06 POSTS)</u>
<u>SALARY CENTRE</u>	: R308 154 – R362 994 per annum (Level 7) Annual salary range King Williams Town (Ref.DOT 18/05/2024) (3 Posts) Alfred Nzo (Ref.DOT 19/05/2024) (1 Post) Joe Gqabi (Ref.DOT 20/05/2024) (1 Post) Chris Hani (Ref.DOT 21/05/2024) (1 Post)
<u>REQUIREMENTS</u>	: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 in Acquisition / Purchasing / Logistics Management / Finance / Accounting / Supply Chain Management. 1-2 years' experience in demand and acquisition. BAS or LOGIS is compulsory. Knowledge: procurement procedures; administrative procedures; financial management and personnel management. Ability to interpret and apply policies, strategies, and legislation. Knowledge of acquisition and contract management. Knowledge of public service legislative frameworks. Problem identification and solving skills. Organizing and presentation skills. Interpersonal and diplomacy skills; decision making skills; negotiation and conflict management. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.
<u>DUTIES</u>	: Allocate bid number and closing date for bids to be advertised. Preparation of advertisement documents to be emailed Government Printers for publication in the Government Tender Bulletin. Ensure Timeous advertisement /publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of bids/quotes on National Treasury extender Publication Portal. Ensure that all bids are advertised and available on the departmental website. Updating the bid and quotation registers. Facilitating briefing sessions. Verify compiled attendance register for briefing session meetings.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/83</u>	: <u>SCM CLERK (SUP): DEMAND MANAGEMENT SERVICES (02 POSTS)</u>
<u>SALARY CENTRE</u>	: R308 154 – R362 994 per annum (Level 7) Annual salary range Amathole (Ref.DOT 22/05/2024) (1 Post) Alfred Nzo (Ref.DOT 23/05/2024) (1 Post)
<u>REQUIREMENTS</u>	: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Financial Management / Purchasing. 1-2 years' relevant experience in the Demand Management environment. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	: Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal.

		Oversee the verification of the asset register. Supervise human resources/staff. Allocate and ensure quality of work, Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/84</u>	:	<u>REGISTRY CLERK (SUP): LOGISTICS & DISPOSAL MANAGEMENT SERVICES (04 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Joe Gqabi (Ref.DOT 24/05/2024) (1 Post) Amathole (Ref.DOT 25/05/2024) (1 Post) Chris Hani (Ref.DOT 26/05/2024) (1 Post) Alfred Nzo (Ref.DOT 27/05/2024) (1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Registry / Records Management. 1-2 years' experience in the records management environment. Knowledge: National Archives Act. Teamwork. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/85</u>	:	<u>FINANCE CLERK (SUP): EXPENDITURE MANAGEMENT SERVICES (06 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Chris Hani (Ref.DOT 28/05/2024) (1 Post) Joe Gqabi (Ref.DOT 29/05/2024) (1 Post) Sarah Baartman (Ref.DOT 30/05/2024) (2 Posts) Amathole (Ref.DOT 31/05/2024) (2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. 1-2 years working experience in salaries and expenditure environment. PERSAL Introduction Certificate will be an added advantage. Knowledge: Sound knowledge of financial administration. Knowledge of the PFMA, Treasury Regulations, Provincial Treasury Instructions, and other relevant prescripts good communication skills (verbal and written) Computer literate
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	Ms. Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/86</u>	:	<u>LEGAL ADMINISTRATION OFFICER (OSD) REF: DOT-GFMS 05/05/2024</u>
<u>SALARY</u>	:	Grade 3: R307 659 – R351 774 per annum (OSD) Grade 4: R368 145 – R420 924 per annum (OSD) Grade 5: R440 412 – R625 059 per annum (OSD)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	LLB Degree qualification or equivalent law degree with at least 2 years or more post qualification experience. Admission as an Advocate or Attorney of the High Court of South Africa will be an added advantage. Valid Code 8 driving license is essential. Skills And Competencies: Knowledge of the Public Finance Management Act. Promotion of Access to Information Act, Labour Relations Act. Promotion of Administrative Justice Act. Public Service Act. Public Service Regulations and all legislations relevant to the Public Service. Court Rules and Procedures. Batho Pele Principles. Performance Management. Financial Management.
<u>DUTIES</u>	:	Attend to drafting of contracts and relevant documents. Provide legal advice and opinions to the GFMS Trading Entity. Attend to litigation on behalf of the GFMS. Liaise with third parties including the State Attorney. Represent the GFMS on all legal matters.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/87</u>	:	<u>ADMINISTRATION OFFICER: FLEET LOGISTICS MANAGEMENT (ENATIS) REF: DOT-GFMS 06/05/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 7)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) with at least 1-2 years' relevant working experience in Fleet Management. A valid code 8 driving license is essential. Skills And Competencies: Good Communication skills. Team Player. Self-management. Problem Solving and Decision Making. Technical Proficiency. Computer Literacy.
<u>DUTIES</u>	:	Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de – registration, CFOs, Police clearance services, change of ownership, Auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports. Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for. Provide general office administration and projects support services. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>POST 22/88</u>	:	<u>ADMINISTRATION OFFICER: FLEET DEVELOPMENT & PROVISIONING REF: DOT-GFMS 07/05/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 7)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Mechanical Engineering / Industrial Design/ Automotive Engineering/ Auto Trade Test Diesel or Petrol mechanic with at least 1-2 years relevant working experience in a technical field/ fleet management environment. A working knowledge of engineering drafting and designing. A valid Code 08 driving license is essential. Experience in the motor industry or fleet management will be an added advantage. Skills And Competencies: Creative Thinking. Decision Making. Communication. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.
<u>DUTIES</u>	:	Researching and assessing suitability and fit for purpose fleet vehicles. Facilitating the vehicle needs analysis process. Investigating and resolving technical queries and complaints on vehicle performance problems. Coordinating and organising technical and driver training sessions. Development of vehicle modification specifications to satisfy the special needs of client departments. Monitoring and quality control of vehicle conversion projects. Managing the disposal of defleeted vehicles. Managing and coordinating the processes for the development and maintenance of the Annual Fleet Replacement Plan. Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan. Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.

		For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/89</u>	:	<u>SCM CLERK (PROD): ACQUISITION MANAGEMENT (06 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5)
	:	Sarah Baartman (Ref.DOT 32/05/2024) (1Post)
	:	Chris Hani (Ref.DOT 33/05/2024) (1 Post)
	:	King Williams Town (Ref. DOT 34/05/2024) (1 Post)
	:	Amathole (Ref.DOT 35/05/2024) (3 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. however, exposure in the environment will be an advantage. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Framework. Promotion of Access to Information Act, 2 of 2000. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render Acquisition Clerical Support: Place orders. Compile Commitment and LED reports. Render secretariat duties to bid committees. Filing of tender documents. Issue letters of award, regrets of bids and cancellation thereof. Deal with administration of bids. Keep awarded and cancelled bids safe.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/90</u>	:	<u>FINANCE CLERK: FINANCIAL MANAGEMENT REF. DOT 36/05/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5)
<u>REQUIREMENTS</u>	:	Sarah Baartman
	:	National Senior Certificate. No previous experience required, however, exposure in financial management will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification, and approval (internal control). Process invoices (e.g., capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services Receive salary advices. Process advice (e.g., check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/91</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT REF. DOT 37/05/2024 (02 POSTS)</u>
<u>POST 22/ CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range
<u>REQUIREMENTS</u>	:	OR Tambo
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for deregistration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive

and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/92</u>	:	<u>FINANCE CLERK (PROD): EXPENDITURE MANAGEMENT SERVICES (14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Joe Gqabi (Ref. DOT 38/05/2024) (2 Posts) Chris Hani (Ref.DOT 39/05/2024) (3 Posts) Amathole (Ref: DOT 40/05/2024) (5 Posts) Sarah Baartman (Ref. DOT 41/05/2024) (2 Posts) OR Tambo (Ref.DOT 42/05/2024) (2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification, and approval (internal control), Process invoices (e.g., capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice, Process advice (e.g., check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, distribute documents regarding the budget, file all documents, Receive, and capture cash payments.
<u>ENQUIRIES</u>	:	Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/93</u>	:	<u>REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT (10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Alfred Nzo (Ref.DOT 43/05/2024) (2 Posts) Joe Gqabi (Ref.DOT 44/05/2024) (2 Posts) King Williams Town (Ref.DOT 45/05/2024) (1 Post) Chris Hani (Ref.DOT 46/05/2024) (3 Posts) Amathole (Ref.DOT 47/05/2024) (2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. However, exposure in the environment would be an added advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/94</u>	:	<u>REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT REF.DOT 48/05/2024 (1 POST)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Amathole

<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. However, exposure in the environment would be an added advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Render Demand Clerical Support: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying, and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Provide Administrative Support in Bid Processes: Issue and receive bid documents. Provide secretariat or logistical support during the briefing sessions and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. Provide Supply Chain Clerical Support Services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. Provide Personnel Administration Clerical Support Services within the component: Maintain incoming and outgoing requisitions.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/95</u>	:	<u>SCM CLERK (PROD): LOGISTICS MANAGEMENT (08 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range King Williams Town (Ref.DOT 49/05/2024) (1 Post) Alfred Nzo (Ref.DOT 50/05/2024) (1 Post) OR Tambo (Ref.DOT 51/05/2024) (1 Post) Chris Hani (Ref.DOT 52/05/2024) (2 Posts) Amathole (Ref.DOT 53/05/2024)(3Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Act as Secretariat in SCM Committees.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/96</u>	:	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES REF.DOT 54/05/2024 (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Chris Hani
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (verbal & written).
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g., databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/97</u>	:	<u>ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF: DOT-GFMS 08/05/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 5) East London

- REQUIREMENTS** : National Senior Certificate/ (NQF Level 4) with at least one-year relevant working experience in fleet management environment. A valid Code 08 Driving license is essential. Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills. Skills And Competencies: Good Communication Skills, Good Self-Management, Detail Orientated and work well in a team environment. Computer Literacy.
- DUTIES** : Provide clerical support services within fleet logistics. Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Key management of all vehicles. Perform any other duties assigned by your supervisor.
- ENQUIRIES** : Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- NOTE** : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
- POST 22/98** : **SECRETARY/ ADMIN CLERK: INTERNAL AUDIT AND FLEET DEVELOPMENT & PROVISIONING REF: DOT-GFMS 09/05/2024**
(One year contract)
- SALARY** : R216 417 per annual (Level 5), plus 37 % in lieu of benefits.
CENTRE : East London
REQUIREMENTS : National Senior Certificate/ (NQF Level 4), One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. Skills And Competencies: Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning & Organising. A valid Code 08 driving license is essential.
- DUTIES** : Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to EXCO and management structures and track resolutions. Maintain entity project register and follow up on targets. Provide clerical and administrative support service to other governance structures relating to Internal Audit. Scrutinize, re-direct correspondence and follow up on due responses and actions. Be the governance champion for the unit. Manage unit budget. Respond to queries in person, via telephone or email. Implement office procedures. Maintain general unit record systems to uphold accurate files. Compose letters, memos, and emails. Screen documents, book meeting rooms, set up conference calls and take messages, perform administration tasks including filing and photocopying.
- ENQUIRIES** : Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- NOTE** : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
- POST 22/99** : **DATA CAPTURER: SCHOLAR TRANSPORT REF.DOT 55/05/2024**
- SALARY** : R183 279 – R215 892 per annum (Level 4) annual salary range
CENTRE : Alfred Nzo
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
- DUTIES** : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

GFMS INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/25-2025/26 (24 MONTHS)

- NOTE** : This advertisement is issued to all unemployed applicants younger than the age of 35 including persons with disabilities in the Eastern Cape Province (proof of residence not older than 3 months will be required on or before the interview date), who are in possession of a 3-year qualification Degree or National Diploma from an accredited Tertiary Institution and has good communication skills (Verbal and Written). Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship

program in government is acquisition of skill, knowledge, and experience in order to compete in the open market and Public Service.

OTHER POSTS

- POST 22/100** : **INTERN REF NO: DOT-GFMS 01/05/2024 (3X POST)**
Directorate – Human Resource Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/ Degree in Human Resources Management/Personnel Management/Labour Relations/ Industrial Relations. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in Recruitment and Selection sessions. Assist in capturing Leaves on Persal. Assist on filing of the newly appointed officials. Assist on leave gratuity process. Assist in processing Housing Allowance. Assist in capturing pension documents
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/101** : **INTERN REF NO: DOT-GFMS 02/05/2024 (1X POST)**
Directorate– Facilities and Security Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Environmental Health/Safety Management/Facilities Management and Property Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in clerical support in the area of Facilities Management Services. Assist in clerical support in the area of Security Management Services. Assist in clerical support in Central document and Records management services.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/102** : **INTERN REF NO: DOT-GFMS 03/05/2024 (1X POST)**
Directorate– Legal Services
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : Bachelor of Law or equivalent degree in Law. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in reviewing contract that the entity enters into. Assist in ensuring that the entity complies with the relevant applicable laws. Assist my immediate supervisor with amending the unit's standard operating procedures. Assist with keeping track of the state attorney quarterly progress reports.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/103** : **INTERN REF NO: DOT-GFMS 04/05/2024 (1X POST)**
Directorate– Finance (Supply Chain Management)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Finance/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in the provisioning of Demand management services. Assist to monitor and update procurement register. Assist on secretariat functions to the quotation committees. Assist in providing document management services.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/104** : **INTERN REF NO: DOT-GFMS 05/05/2024 (1X POST)**
Directorate– Head of Entity
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Public Administration/ Public Management/ Office Management/Office Administration. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Ensures effective flow of information and documents to and from the office of senior Manager and HOE. Ensure safekeeping of all documents /correspondence in the office of senior manager in line with relevant filing index, legislation.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.

For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

- POST 22/105** : **INTERN (REF NO: DOT-GFMS 06/06/2024 1X POST)**
Directorate– Finance (Accounting and Reporting)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Internal Audit/ Cost Management/Financial Information Systems/Taxation/Financial Management/. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in the financial reporting in terms of PFMA and GRAP standards. Assist in managing GFMS's General Ledger. Assisting on maintaining GFMS' bank and investment accounts. Assist on checking the availability of budget before procurement process
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/106** : **INTERN REF NO: DOT-GFMS 07/05/2024 (1X POST)**
Directorate– Finance (Billing and Debt Management)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Cost Management/ Financial Information Systems/ Taxation/ Financial Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in technical assistance with the development and maintenance of the GFMS 'S revenue collection policies, systems and procedures in line with PFMA imperatives, treasury guidelines and GRAP Std's. Assist in rendering client billing services. Assisting in client department account management services. Assist in client department debt management services.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/107** : **INTERN REF NO: DOT-GFMS 08/05/2024 (1X POST)**
Directorate– Finance (Payables and Expenditure)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Internal Audit/ Cost Management/ Financial Information Systems/ Taxation/ Financial Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist on recording invoices in the invoice register. Assist in filling of payments accordingly and ensure that all documentation is intact for payment voucher. Assist in producing data and reports for the monitoring of expenditure, payables for reporting processes.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/108** : **INTERN REF NO: DOT-GFMS 09/05/2024 (2X POST)**
Directorate– Finance (Asset Management)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Internal Audit/ Cost Management/ Financial Information Systems/ Taxation/ Financial Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in implementation of the processes for maintenance of the Fleet register and administering of support documents. Assist in implementation process of recording, documenting and reconciliation of property, plant and equipment. Assist in logistical support services with regards to management of vehicle. Assist in input for development and maintenance of entities policies and processes. Assist in asset verification process
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/109** : **INTERN REF NO: DOT-GFMS 10/05/2024 (1X POST)**
Directorate– Fleet Development and Provisioning
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Accounting/Finance/Economics/Business/ Economics/Transport Management/Public Management/Logistics. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist on the disposal preparation and execution. Assist in the vehicle procurement and conversion process. Assist in compiling ad-hoc and routine reports. Assist in data analysis and rate card formulation.

- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/110** : **INTERN REF NO: DOT-GFMS 11/05/2024 (1X POST)**
Directorate– Fleet Development and Provisioning
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Mechanical Engineering/ Industrial Design/Automotive Engineering/ Automotive Mechanic. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in vehicle disposal. Assist on vehicle procurement and conversions. Assist on data analysis and reporting. Assist in all clerical administration.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/111** : **INTERN REF NO: DOT-GFMS 12/05/2024 (1X POST)**
Directorate– Fleet Maintenance Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Public Administration/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist clerical support services with fleet maintenance and repairs authorizations, receive and capture all authorization requests from service provider. Liase on behalf of supervisor with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally. Assist clerical support services with the provisioning of fleet maintenance and repair services. Assist in all administrative functions in the office and in support of district staff.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/112** : **INTERN REF NO: DOT-GFMS 13/05/2024 (1X POST)**
Directorate– Small, Medium and Macro Enterprises (SMME)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Public Administration/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist clerical support services with fleet maintenance and repairs authorizations, receive and capture all authorization requests from service provider. Liase on behalf of supervisor with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally. Assist clerical support services with the provisioning of fleet maintenance and repair services. Assist in all administrative functions in the office and in support of district staff.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/113** : **INTERN REF NO: DOT-GFMS 14/05/2024 (1X POST)**
Directorate– Fleet Logistics (eNATIS)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : Any NQF Level 6/7 qualification. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in licensing and registration of new government vehicles. Assist in renewal of licensing government vehicles. Assist in filling vehicle files. Assist in preparing payment for eNatis transaction. Assist in compiling billing pack for Manage Maintenance (MM) vehicles for revenue.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/114** : **INTERN REF NO: DOT-GFMS 15/05/2024 (1X POST)**
Directorate– Loss Control Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Forensic Investigation/Policing/Law. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in vehicle accident investigation. Assist in compiling investigation report. Assist in updating investigation register. Assist in filling accident reports.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

<u>POST 22/115</u>	:	<u>INTERN REF NO: DOT-GFMS 16/05/2024 (3X POST)</u> Directorate– Fleet Logistics Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Logistics/Transport Management/Business management/Public Administration/ Transport Economics/Management/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in receiving new vehicles from OEM's. Assist in monitoring the work in progress on the new vehicles (Licensing & registration; installation of tracker, decal and ordering of the fuel cards). Assist in introducing new vehicles to RT46 service provider (WesBank). Assist in releasing of new vehicles to the client departments. Assist in updating the on-floor report. Assist in receiving non-complaint vehicle by the clients. Assist in checking and verifying vehicle in the yard and capture them on the spreadsheet. Assist in releasing vehicle to the merchant for repairs and release them to the client departments once repaired. Assist in issuing the Adhoc vehicles and relief vehicles to the client department. Assist in inspecting the returned Adhoc and relief vehicles.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/116</u>	:	<u>INTERN REF NO: DOT-GFMS 17/05/2024 (2X POST)</u> Directorate– Fleet Risk Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Logistics/Transport Management/Business management/Public Administration/ Transport Economics/Management/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in receiving accident document from the client departments. Assist in capturing the accident document. Assist in sending the RT46 form and quotation to Maintenance Unit for approval. Assist in sending the RT46 form and approved quote. Assist in facilitation of request clearance and authorisation from RT46 service provider (Wesbank). Assist in filling of accident documents, and thirds party claims. Assist in submitting of write of certificate to other business units and capture them in a spreadsheet. Assist in receiving the third-party claims from the claimants or clints departments. Assist in requesting fuel cards from RT46 service provider and issue them. Assist in requesting the driver tags RT46 service provider (EKS vehicle tracking and monitoring). Assist in payment of third-party claims
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/117</u>	:	<u>INTERN REF NO: DOT-GFMS 18/05/2024 (1X POST)</u> Directorate– Internal Audit
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Internal Audit. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in Audit planning. Assist on performance of Audit field work. Assist in preparing Audit report. Assist in project administration and staff meetings.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/118</u>	:	<u>INTERN REF NO: DOT-GFMS 19/05/2024 (2X POST)</u> Directorate– Information and Communication Technology
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Information and Communication Technology. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist User support services management. Assist in Business analysis services. Assist in the provisioning and maintenance of the Entity ICT infrastructure.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/119</u>	:	<u>INTERN REF NO: DOT-GFMS 20/05/2024 (2X POST)</u> Directorate– Client Relations Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London

<u>REQUIREMENTS</u>	:	National Diploma/Degree in Marketing/Public Management/Business Management/Management/Public Administration. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in Client Relations management. Assist in administering area of responsibility. Assist in providing traffic fines management services. Assist in managing areas of responsibility.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/120</u>	:	<u>INTERN REF NO: DOT-GFMS 21/05/2024 (1X POST)</u> Directorate– Strategy and Planning Coordination
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Public Administration/Public Management/Monitoring and Evaluation. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in providing technical and strategic support for planning process to all business units. Assist in monitoring and evaluation of performance information. Assist in providing technical support to policy development. Assist administrative support to the business unit.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/121</u>	:	<u>INTERN REF NO: DOT-GFMS 22/05/2024 (1X POST)</u> Directorate– Risk Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Internal Audit/Risk Management/ Any diploma or degree in Commerce majoring in Auditing/Risk Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in implementing GFMS enterprise-wide Risk Management Framework. Assist in implementation of GFMS Ethics and Integrity Management Framework. Assist in departmental planning processes. Assist in filling and office administration
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG HEALTH**

OTHER POSTS

- POST 22/122** : **MEDICAL SPECIALIST REFS: REFS/020757**
Directorate: Internal Medicine
- SALARY** : R1 271 901.per annum (All-inclusive - package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Medical qualification that allows registration with the HPCSA as a Specialist in the Internal Medicine. HPCSA registration as Medical Specialist in the Internal Medicine. None experience after registration with the HPCSA as a Medical Specialist in the Internal Medicine. The following will be added advantage: Preference will be given to candidates with experience in Pulmonology and Rheumatology.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of general medical patients and patients will respiratory/endocrinology diseases. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Co-ordination of general medicine and pulmonology/endocrinology services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Supervision of MMED, undergraduate and postgraduate teaching. Essential Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.
- ENQUIRIES** : Prof. A Mahomed Tel No: 011 488 4649/3564
Ms M.P. Rpetswa Tel No: 011 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.
- NOTE** The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply. NB: We reserve the right not to fill the post. Invited candidates will be subjected to employment vetting process and medical surveillance. Academic Participation in the academic duties of the Wits Internal Medicine and related Department/Sub Specialities. Performance of research within the department. Supervision of research within the department and MMed students. Training and

supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

CLOSING DATE

: 05 June 2024

POST 22/123

MEDICAL OFFICER (PSYCHIATRY) REF: MRH/2024/18

Directorate: Medical

SALARY

: Grade1: R949 146.per annum
Grade 2: R1 082 988.per annum
Grade 3: R1 253 415.per annum

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: National Senior Certificate and MBChB/MBBCH Degree or appropriate qualification that allows current registration with HPCSA as a Medical Officer. Diploma in Mental Health will be an added advantage. **Grade 1** none experience required after registration with the HPCSA as Medical Officer. **Grade 2:** A minimum of 5 years' experience after registration with the HPCSA as Medical Officer. **Grade 3:** A minimum of 10 years' experience after registration with the HPCSA' as Medical Officer. Ability to function independently and be part of a multidisciplinary team. Applicant must be solution-oriented and have good decision-making skills.

DUTIES

: Provide in-patient and out-patient treatment of Psychiatric, and medical conditions in accordance with evidence based clinical protocols, guidelines, and relevant legislation (Mental Health Care Act 17 of 2002). Clinically assess patients' general physical condition, mental health and social status and formulate a differential diagnosis and ensure a clear management plan is in place and implemented for the patient. Collaborate with other healthcare professionals as part of the multidisciplinary team in ensuring holistic patient care, treatment, and rehabilitation. Ensure clear documentation of patient history, examination results, treatment plans, and patient clinical outcomes to mitigate clinical risk. Consult or refer to other healthcare professionals or/and appropriate levels of care and/or other healthcare professionals when necessary. Participate in onsite after-hours services (on-call services). Ensure that the rights, dignity, confidentiality, and privacy of patients are always maintained. Support and participate in quality improvement and patient safety initiatives. Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills. Engage in CPD activities and any other programs that support continuous learning, including providing clinical support, guidance and supervision of medical interns.

ENQUIRIES

: Dr. BE Mankge Tel: (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: Ms RM Tloane. (HR Recruitment Section).

FOR ATTENTION

: Mr. MH Hlophe Tel: (012 841 8329) HR Manager

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, with CV Only. Only shortlisted candidates will be requested to bring certified copies. 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 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

: 05 July 2024

POST 22/124

PNB1/2: PROFESSIONAL NURSE (SPECIALTY STREAM) (4POSTS)

Directorate: Nursing Division: Clinical Education & Training Unit

SALARY

: R451 533 per annum (plus benefits)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Matric or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse. Current registration with SANC as a Nurse (General, Community & Psychiatry) and Midwifery. Have a minimum of 4 years appropriate/recognizable experience in nursing as a Professional Nurse. Must have additional qualification in Nursing Education. The following will be an added advantage: A post basic nursing qualification in Perioperative Nursing (Theatre Nursing) or Critical Care Nursing.

DUTIES

: The successful incumbent will form part of the training and development of staff and students within the institution. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as per applicable protocols. Accompany, supervise, and assess nursing staff for clinical competence. In-service training programme development and implementation thereof. Develop and/or review clinical nursing standards jointly with other clinical facilities and nursing education institutions (NEI). Conduct clinical audits and clinical research. Support NEIs accredited for clinical placements of students in the institution. Supervise and support preceptors. Role model professionalism and competent practice Manage

		own work and time. Ensure effective and efficient budget control and assets control for the department.
<u>ENQUIRIES</u>	:	Ms. G.N.B Moeng Tel: 011 488 3424 Ms M. Maseko Tel: 011 488 4732
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be an immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserve the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
<u>CLOSING DATE</u>	:	05 June 2024
<u>POST 22/125</u>	:	<u>PROFESSIONAL NURSE SPECIALITY PNB1-2 REF NO: REFS/020748 (11 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum (plus benefit)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital Child Nursing Science (2 Posts) Advanced Midwifery Nursing Science (2 Posts) Critical Care Nursing Science (4 Posts) Orthopaedic Nursing Science (2 Posts) Advanced Psychiatric Nursing Science (1 Post)
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. Be able to demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A 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 above period must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality and service record will be submitted by shortlisted candidates.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. 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. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
<u>ENQUIRIES</u>	:	Acting Director Nursing: Ms. TP Zulu Tel: 012 529 3463.
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 05 July 2024
- POST 22/126** : **PROFESSIONAL NURSE SPECIALITY: CRITICAL CARE NURSING REF NO: REFS/ 020749 (2 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum (plus benefit)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. Be able to demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A 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 above period must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. A minimum of three months experience in Child Nursing will be an added advantage and service record will be submitted by shortlisted candidates.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stakeholders including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively, and co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
- ENQUIRIES** : Acting Director Nursing: Ms. TP Zulu Tel: 012 529 3463.
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly.

Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 05 July 2024
- POST 22/127** : **PROFESSIONAL NURSE SPECIALITY; ONCOLOGY REF NO: REFS/ 020750 (1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum (plus benefit)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. Be able to demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A 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 above period must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. A minimum of three months experience in Child Nursing will be an added advantage and service record will be submitted by shortlisted candidates.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. 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. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
- ENQUIRIES** : Acting Director Nursing: Ms. TP Zulu Tel: 012 529 3463.
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 05 July 2024
- POST 22/128** : **PROFESSIONAL NURSE SPECIALITY (OHS) REF NO: REFS/020740 (1 POST)**
Directorate: Occupational Health and Safety
- SALARY** : Grade1: R451 533.per annum
Grade 2: R553 545 per annum (Plus Benefits)

- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
: R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as professional nurse. A post basic nursing qualification with duration of at least 1 year accredited by SANC in the speciality referred to. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Knowledge of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993 including other related legal frameworks. Ability to communicate effectively with other employees, senior officers, members of public (verbal and written communication). Personal organisation and time management. Computer literacy. Knowledge and application of policies governing the Public Service including Quality Assurance. Service record will be requested from shortlisted candidates.
- DUTIES** : Implementation of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993. Conduct workplace hazard identification and risk assessment (HIRA) in liaison with managers and ensure there are safe operating procedures where necessary. Conduct training to all categories of personnel. Perform medical surveillance. Maintain all appropriate records and documents relevant to OHS. Participate in Institutions' and Province's determined Committees, Task Teams and Forums for service improvement.
- ENQUIRIES APPLICATIONS** : Ms. LC Seabelo Tel no: 012 529 3374
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. The declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 05 July 2024
- POST 22/129** : **MEDICAL SPECIALIST (SESSION)REFS: REFS/020743**
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : R612 .00 (per hour)
: Charlotte Maxime Johannesburg Academic Hospital
: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as a Medical Specialist in Anaesthesia. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Following will be an added advantage: post-registration experience as a specialist is a recommendation but not required.
- DUTIES** : To administer and oversee the administration of Anesthesia at all levels and service points. Providing clinical services in Anesthesia subspecialties as determined by the department. Participate and assist in teaching and training of both undergraduate and postgraduate students. Perform administrative duties as delegated by the Head of Department. Conduct clinical research/audits and/ or participate in the research programs in the department and supervise MMed research studies. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Dr M. Khalpey Tel No: 011 488 4344/ 083 446 6555
Ms M.P. Rapetswa Tel No: 011 488 3711
- APPLICATIONS** : Applications should be submitted strictly in a (PDF Format only) to the following e-mail address: Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject or hand-delivered to: Charlotte Maxeke Johannesburg Academic Hospital, no 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specify the following: All experience should be in chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) - Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserve the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts). The Department reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, White Males, Indian Males, African Males, Indian Females, White Females, and African Females are encouraged to apply.

CLOSING DATE

: 05 June 2024

GAUTENG OFFICE OF THE PREMIER

APPLICATIONS

: Should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.

CLOSING DATE

: 05 July 2024

NOTE

: Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months of probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). **NB.** Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence, etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. No late applications will be considered.

MANAGEMENT ECHELON

- POST 22/130** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT SOCIAL DEVELOPMENT REF NO: HOD/SD/2024**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 259 984 - R2 545 854 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE REQUIREMENTS** : Johannesburg, Gauteng
: An appropriate undergraduate qualification (NQF level 7) and postgraduate qualification (NQF level 8). A relevant qualification in Social Work, Social Studies, Public Management or Business Administration will be added advantage 8 to 10 years' experience at Senior Management level of which 5 years must be at Senior Management Service (SMS) level in the Public Service. Key Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, Strategic leadership, change management and project management skills, service delivery innovation, Compliance with the Public Service Act and regulations, legislation and regulations governing social issues, as well as the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent coordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. The ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Enhancing universal access to resources for migrants, minorities, and other disadvantaged groups, implementing the accelerated Transformation Strategy, Implementing programmes to provide support to victims of crime, Strengthening efforts to combat drug and alcohol abuse and implementing targeted interventions in hotspots , provision of integrated community care-based programmes, Enhance social protection to those in greatest need, including older persons and vulnerable groups, Enhancing sustainable livelihoods through the expansion of social cooperatives, war on poverty interventions, welfare to work programme, income generating and skills development programmes (including community development interventions), Creating opportunities for access to information , programmes and knowledge through education.
- ENQUIRIES** : Ms Pange Radebe: Tel No: (011) 298 5632/ 066 315 6970

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TRANSPORT**

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 application form and CV directly to the following email address HRDDIRECTOR@KZNTRANSPORT.GOV.ZA. Please note that applicants who do not use this e-mail address when submitting e-mailed applications, will not be considered. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department/entity or submit a hardcopy application as directed). Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- FOR ATTENTION** : Mr C McDougall
- CLOSING DATE** : 05 July 2024 (at 16h00). Applications received after the closing date and time will not be considered
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. 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. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that your application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection 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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

POST 22/131

DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF. NO: P 05/2024

Re-advertisement, applicants who applied previously need not re-apply as their applications will still be considered.

SALARY
CENTRE
REQUIREMENTS

R1 216 824.per annum (all Inclusive, flexible remuneration package)

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

An undergraduate relevant tertiary qualification in Human Resource Development, Human Resource Management, Public Administration, Public Management (NQF Level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Development environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge Performance Management Framework. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of social dynamics of KwaZulu-Natal communities. Knowledge of National Youth Development Agency Act. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights Act. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of Employment Equity Act. Knowledge of Human Resource Development Strategy of South Africa. Knowledge of National Skills Development Strategy. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Youth Employment Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of KwaZulu-Natal Citizen's Charter. Knowledge of Intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts / Legislative Mandates. Knowledge of Management of Information Systems. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills. Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning and driving skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, believe in confidentiality, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.

DUTIES

Maintain and enhance an effective employee departmental performance management function. Manage and monitor skills development programmes and bursaries. Manage training and development of departmental employees. Manage the provision of effective and comprehensive Human Resource Development support services to the Department. Provide overall strategic direction and leadership to the Directorate. Chair and provide secretariat and advisory service to the Human Resource Development Committee. Manage the development and implementation of National, Provincial and Departmental Directives/ Strategies/ Plans related to Human Resource Development. Manage the effective utilization of resources.

ENQUIRIES
NOTE

Ms C Zwane Tel No: 033 – 355 8902

It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>CLOSING DATE</u>	:	05 July 2024
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 15 of 2024 dated 03 May 2024, the post of Candidate Civil Engineer: (Replacement) (Provincial Office, Mbombela (Nelspruit) with Ref. No: MPDoH/MAY/24/15, has been withdrawn.

OTHER POSTS

<u>POST 22/132</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDoH/June/24/30 (2 POSTS)</u>
<u>SALARY</u>	:	R1 348 635 - R1 494 765 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District) and Witbank TB Specialized Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2024). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the

organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. 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: Maximize 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 mobilization, monitoring and evaluation and 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 utilization 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 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 are 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 Board. 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 : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/133 : **MEDICAL SPECIALIST GRADE 1-3: ANAESTHESIOLOGY REF. NO: MPDoH/June/24/18 (2 POSTS)**

SALARY : Grade 1: R1 271 901 – R1 348 635 per annum
Grade 2: R1 451 214 – R1 538 967 per annum
Grade 3: R1 680 780 – R2 097 327 per annum

CENTRE REQUIREMENTS : Mapulaneng Hospital Themba Hospital (Ehlanzeni District)
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Anaesthesiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse teams. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, working within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the

Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/134 : **MEDICAL SPECIALIST GRADE 1-3: INTERNAL MEDICINE REF. NO: MPDoH/June/24/20 (2 POSTS)**

SALARY : Grade 1: R1 271 901 – R1 348 635 per annum
Grade 2: R1 451 214 – R1 538 967 per annum
Grade 3: R1 680 780 – R2 097 327 per annum

CENTRE REQUIREMENTS : Mapulaneng Hospital and Themba Hospital (Ehlanzeni District)
: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Internal Medicine. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good

DUTIES : Supervising the management of and managing Internal Medicine and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/135 : **MEDICAL SPECIALIST GRADE 1-3: PAEDIATRIC REF. NO: MPDoH/June/24/21**

SALARY : Grade 1: R1 271 901 – R1 348 635 per annum
Grade 2: R1 451 214 – R1 538 967 per annum
Grade 3: R1 680 780 – R2 097 327 per annum

CENTRE REQUIREMENTS : Mapulaneng Hospital (Ehlanzeni District)
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Paediatric. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified

employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Paediatric and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 30180

POST 22/136 : **MEDICAL SPECIALIST GRADE 1-3: GENERAL SURGERY REF. NO: MPDoH/June/24/22**

SALARY : Grade 1: R1 271 901 – R1 348 635 per annum
Grade 2: R1 451 214 – R1 538 967 per annum
Grade 3: R1 680 780 – R2 097 327 per annum

CENTRE REQUIREMENTS : Mapulaneng Hospital (Ehlanzeni District)
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Surgery. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Surgery) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Surgery) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Surgery) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Surgery and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/137</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: OBSTETRICS & GYNAECOLOGY REF. NO: MPDoH/June/24/24 (2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 – R1 348 635 per annum Grade 2: R1 451 214 – R1 538 967 per annum Grade 3: R1 680 780 – R2 097 327 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital and Themba Hospital (Ehlanzeni District) Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and/or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse teams. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	Supervising the management of and managing Obstetrics & Gynaecology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/138</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: EMERGENCY & TRAUMA REF. NO: MPDoH/June/24/26 (2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 – R1 348 635 per annum Grade 2: R1 451 214 – R1 538 967 per annum Grade 3: R1 680 780 – R2 097 327 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital and Themba Hospital (Ehlanzeni District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency and Trauma (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Emergency and Trauma. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Emergency and Trauma) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Emergency and Trauma) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with

the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Emergency and Trauma) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Emergency and Trauma and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/139 : **MEDICAL SPECIALIST GRADE 1-3: ORTHOPAEDIC REF. NO: MPDoH/June/24/27**

SALARY : Grade 1: R1 271 901 – R1 348 635 per annum
Grade 2: R1 451 214 – R1 538 967 per annum
Grade 3: R1 680 780 – R2 097 327 per annum

CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Orthopaedic. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and/or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse teams. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : Supervising the management of and managing Orthopaedic and coordinating services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits and actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services being maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 22/140</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: PSYCHIATRIC REF. NO: MPDoH/June/24/28</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 – R1 348 635 per annum Grade 2: R1 451 214 – R1 538 967 per annum Grade 3: R1 680 780 – R2 097 327 per annum
<u>CENTRE REQUIREMENTS</u>	:	Themba Hospital (Ehlanzeni District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatric (2024). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Orthopaedic. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Psychiatric) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and/or the HPCSA as a Medical Specialist (Psychiatric) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and/or the HPCSA as a Medical Specialist (Psychiatric) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	Supervising the management of and managing Psychiatric and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits and actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/141</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDoH/June/24/31</u>
<u>SALARY</u>	:	R949 146 - R1 006 809 per annum
<u>CENTRE</u>	:	Carolina Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2024). Minimum of seven (7) years appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's licence.
<u>DUTIES</u>	:	Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on the selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic Committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting public health, reporting to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 22/142</u>	:	<u>DENTIST GRADE 1 REF. NO: MPDoH/June/24/32</u>
<u>SALARY</u>	:	R921 906 – R1 021 911 per annum
<u>CENTRE</u>	:	Standerton Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist (2024). A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service needs index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/143</u>	:	<u>PHARMACIST GRADE 1 REF. NO: MPDoH/June/24/33</u>
<u>SALARY</u>	:	R804 609 – R853 980 per annum
<u>CENTRE</u>	:	Elsie Ballot Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2024). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/144</u>	:	<u>CANDIDATE CIVIL ENGINEER: REF NO: MPDoH/June/24/34</u> (Five Year Contract) (Re-Advertisement)
<u>SALARY</u>	:	R721 476 - R765 747 per annum
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering or equivalent as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Candidate Civil / Structural Engineer (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/ Treasury Regulations/Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	:	Assist with monitoring of wastewater treatment plan, Civil related matters. Assist in monitoring of civil engineering projects. Maintenance of health facilities. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/145</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): CASUALTY REF NO: MPDoH/June/24/35</u>
<u>SALARY</u>	:	R715 977 – R818 643 per annum
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse (2024) plus a

post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Advanced Midwifery, Psychiatric / Medical / Surgical / Emergency / Orthopaedic Nursing Science. Diploma in Nursing Management and Administration will be an added advantage. A minimum of ten (10) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (03) years of the period referred to above must be appropriate/recognisable experience at management level. A valid driver's licence. SKILLS: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and SAFETY Act Patient's Right Charter, Batho-Pele Principles, Sound Knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, Organisational decision making solving abilities within the limit of the Public sector and Institutional policy framework. Good interpersonal skills including public relation, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and process pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the Nursing strategy, standard procedures and policies pertaining to nurse care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units and Midwifery/Psychiatric/units. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources, display a concern for patients, promoting advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles nursing and clinical governance are implemented, exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students, monitor implementation of PMDS.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/146 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDoH/June/24/46 (11 POSTS)**

SALARY : R656 964 – R748 683 per annum

CENTRE :
 Glenthorpe Clinic
 Mbuzini Clinic
 Mkhuhlu Clinic
 Dwarsloop CHC
 Orinoco Clinic
 Shatale Clinic
 (Ehlanzeni District)
 Iswepe CHC
 Siyathemba CHC
 Breyten Clinic
 Kromdraai Clinic
 Volksrust Clinic
 (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal frameworks such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to

the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/147 : **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC (REPLACEMENT) REF NO: MPDoH/June/24/47**

SALARY : R656 964 – R748 683 per annum
CENTRE : Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023 plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Paediatric Nursing Science after obtaining the 1 year post basic Paediatric Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Paediatric Care Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/148 : **OPERATIONAL MANAGER NURSING (PN-B3): ICU REF NO: MPDoH/June/24/48**

SALARY : R656 964 – R748 683 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in ICU Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in ICU Nursing Science after obtaining the 1 year post basic ICU Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right

Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES

: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in ICU Care Unit. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth/Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/149

: **OPERATIONAL MANAGER NURSING (PN-B3): PHC (RE-ADVERTISEMENT) REF NO: MPDoH/June/24/49**

SALARY

: R656 964 – R748 683 per annum

CENTRE

: Wolwekraal Clinic (Nkangala District)

REQUIREMENTS

: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES

: Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation of National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor the effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/150

: **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDoH/June/24/50**

SALARY

: R656 964 - R771 309 per annum

CENTRE

: Shongwe Hospital (Ehlanzeni District).

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a

Professional Nurse with the SANC in General Nursing. At least three (3) year's period referred to above must be appropriate/recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality 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 working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Mr. Emmanuel Makoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/151 : **ASSISTANT MANAGER NURSING (PN-A7) REF. NO: MPDoH/June/24/51**

SALARY : R656 964 - R771 309 per annum
CENTRE : Cottondale Clinic – Bushbuckridge Sub-district-Local Area (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality 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 working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Mr. Emmanuel Makoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/152 : **ASSISTANT DIRECTOR: MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: MPDoH/June/24/52**

SALARY : R605 550 - R670 734 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Degree/Diploma in Medical Orthotics and Prosthetics with current registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics (2024). At least 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory/managerial (Level 7/8) within Medical Orthotics and Prosthetics Environment. Five (5) years' experience in the field of Medical Orthotics and Prosthetics. A valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES : The efficient and effective delivery of clinical and related administrative MOP services. Conduct Multi-Disciplinary – and Outreach clinics (PHC). Report on service delivery. Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Assists in promoting continuous development

and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital. Manage, coordinate and develop of MOP services at Institutional and District Levels Implement the program according to the National norms and standards Monitor and evaluate service delivery and report accordingly Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices. Coordinate all trainings and Continued Professional Development activities at the institution.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/153 : **OPERATIONAL MANAGER (PN-A5): GENERAL INTERNAL MEDICINE REF NO: MPDoH/June/24/53**

SALARY : R520 560 - R596 322 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma/Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in Medical. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/154 : **OPERATIONAL MANAGER (PN-A5): GENERAL SURGERY REF NO: MPDoH/June/24/54**

SALARY : R520 560 - R596 322 per. annum (Depending of years of experience in terms of OSD).
CENTRE : Mapulaneng Hospital (Ehlanzeni District).
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Surgery. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. Interprofessional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth/Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital

Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/155 : **OPERATIONAL MANAGER (PN-A5): SURGICAL WARD REF NO: MPDoH/June/24/55**

SALARY : R520 560 - R596 322 per annum
CENTRE : Barberton Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Surgical Ward. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/156 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDoH/June/24/56**

SALARY : R520 560 - R596 322 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of seven (7) years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.

DUTIES : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/157 : **MAMMOGRAPHY RADIOGRAPHER GRADE 1 REF NO: MPDoH/June/24/57**

SALARY : R465 645 – R530 343 per annum
CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in either Nuclear Medicine Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography. Current registration with the HPCSA in either Nuclear Medicine Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography (2024). Minimum of four (4) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Competencies (Knowledge/Skills): Ability to work independently and as part of a team. Ability to organize and complete examinations in a timely manner. Demonstrate an understanding of human anatomy, physiology, pathology and medical terminology. Ability to perform high volume of mammography examinations to a high standard. Good communication and interpersonal skills. Knowledge of relevant public service regulations, Acts and policies.

DUTIES : Perform screening or diagnostic Mammography examinations. Prepare for and assist the Radiologist in the completion of the invasive mammography examinations including breast biopsies. Ensure good patient care. Educate the patient regarding the mammography examination. Produce high quality mammography images for the radiologist to evaluate. Maintain a high degree of accuracy in mammography positioning and exposure technique. Manage quality assurance related to Mammography. Minimize radiation to patient and staff by practicing correct radiation protection techniques. Compile statistics. Complete appropriate documentation. Follow infection control and safety guidelines. Ensure proper care in the use of x-ray equipment and supplies. Perform general radiographic examinations, CT scan examinations, Fluoroscopy examinations, Theatre and ward radiographic examinations. Render after-hour radiology services. Participate in continuous professional development programmes.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/158 : **ULTRASOUND RADIOGRAPHER / SONOGRAPHY GRADE 1 REF NO: MPDoH/June/24/58**

SALARY : R465 645 – R530 343 per annum
CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in either Nuclear Medicine Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography. Current registration with the HPCSA in either Nuclear Medicine Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography (2024). Minimum of four (4) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Competencies (Knowledge/Skills): Ability to work independently and as part of a team. Ability to organize and complete examinations in a timely manner. Demonstrate an understanding of human anatomy, physiology, pathology and medical terminology. Ability to perform high volume of ultrasound examinations to a high standard. Good communication and interpersonal skills. Knowledge of relevant public service regulations, Acts and policies.

DUTIES : Perform diagnostic ultrasound images examinations. Write reports in accordance with prescribe protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA, Legislation Equipment Maintenance and do monthly stats in ultrasound department. Partake and facilitate staff and student development. Partake in CPD as required by HPCSA. High level of responsibility. Complete appropriate documentation. Follow infection control and safety guidelines. Ensure proper care in the use of x-ray equipment and supplies. Perform general radiographic examinations, CT scan examinations, Fluoroscopy examinations, and Theatre and ward radiographic examinations. Render after-hour radiology services. Participate in continuous professional development programmes.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/159 : **ULTRASOUND RADIOGRAPHER / SONOGRAPHY GRADE 1 REF NO: MPDoH/June/24/59**

SALARY : R465 645 – R530 343 per annum
CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in either Nuclear Medicine Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography. Current registration with the HPCSA in either Nuclear Medicine Radiography, Radiation Oncology Radiography, Ultrasound Radiography or Mammography Radiography (2024). Minimum of four (4) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Competencies (Knowledge/Skills): Ability to work independently and as part of a team. Ability to organize and complete examinations in a timely manner. Demonstrate an understanding of human anatomy, physiology, pathology and medical terminology. Ability to perform high volume of ultrasound

	:	examinations to a high standard. Good communication and interpersonal skills. Knowledge of relevant public service regulations, Acts and policies.
<u>DUTIES</u>	:	Perform diagnostic ultrasound images examinations. Write reports in accordance with prescribe protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA, Legislation Equipment Maintenance and do monthly stats in ultrasound department. Partake and facilitate staff and student development. Partake in CPD as required by HPCSA. High level of responsibility. Complete appropriate documentation. Follow infection control and safety guidelines. Ensure proper care in the use of x-ray equipment and supplies. Perform general radiographic examinations, CT scan examinations, Fluoroscopy examinations, Theatre and ward radiographic examinations. Render after-hour radiology services. Participate in continuous professional development programmes.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/160</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF. NO: MPDoH/June/24/63 (4 POSTS)</u>
<u>SALARY</u>	:	R451 533 – R530 376 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (2) (Ehlanzeni District), Carolina Hospital (Gert Sibande District) and Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in-Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidents, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho-Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/161</u>	:	<u>PROFESSIONAL NURSE GRADE (PN-B1): PHC REF. NO: MPDoH/June/24/79 (16 POSTS)</u>
<u>SALARY</u>	:	R451 533 – R530 376 per. annum (Depending years of experience in terms of OSD).
<u>CENTRE</u>	:	Kildare Clinic Thokozane Clinic Cottondale Mobile Clinic Langelooop CHC Dludluma Clinic Naas Clinic Block C Clinic Sikhwahlane Clinic Driekoppies Clinic Middelplaas Clinic (Ehlanzeni District) Verena CHC Siyabuswa CHC Allemansdrift "B" Clinic Mmamethlake Clinic Allemansdrift "C" CHC (Nkangala District) Embalenhle CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and

Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/162

: **PROFESSIONAL NURSE GRADE (PN-B1): PAEDIATRIC REF. NO: MPDoH/June/24/81 (2 POSTS)**

SALARY

: R451 533 – R530 376 per annum

CENTRE

: Matibidi Hospital and Shongwe Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/163

: **PROFESSIONAL NURSE GRADE 1 (PN-B1): NEPHROLOGY REF. NO: MPDoH/June/24/85 (4 POSTS)**

SALARY

: R451 533 – R530 376 per annum

CENTRE

: Witbank Hospital (Nkangala District)

REQUIREMENTS

: Senior certificate/ grade 12 plus Basic R425 qualification (i.e Diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse (2024). A post basic qualification, with a duration of 1 year, accredited with the SANC in Nephrology. A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Good relations. Ability to work under pressure. Good communication. Knowledge of conflict management and interpersonal skills. Computer literacy.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice of Nephrology Nursing Care. Promote quality or nursing care as directed by the professional scope of practice and standards. Participate in the implementation on the national core standards and

Ideal hospital framework norms and standards. Participate in training, research, and self-development. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicable with person of diverse intellectual, cultural racial or religious differences. Able to plan organize own work and that of supporting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations (Batho Pele).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/164 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1): ORGAN TRANSPLANT COORDINATOR**
REF. NO: MPDoH/June/24/86

SALARY : R451 533 – R530 376 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENT : Senior certificate/grade 12 plus Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2024). A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing/Nephrology nursing registered with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty (ICU/Nephrology) after obtaining the 1-year post-basic qualification in the relevant specialty. Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight related to Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making, and conflict resolution skills. Good organizational skills and the ability to function under pressure.

DUTIES : Identify and coordinate learning opportunities for all nursing and related staff as well as students in the hospital. Effective management of cadaver and familial organ donor patients. Effective liaising with all relevant stakeholders within the organ transplant team Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth. Participate in training, research and self-development. Demonstrate ability to do project planning, management and develop quality improvement plan.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/165 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF. NO: MPDoH/June/24/90**
(4 POSTS)
(Re-Advertisements)

SALARY : R451 533 – R530 376 per .annum (Depending of years of experience in terms of OSD).
CENTRE : Lefisoane Clinic
KwaMhlanga Hospital
(Nkangala District)
Mispel Clinic
Ezamokuhle Clinic
(Gert Sibande District)

REQUIREMENTS : Senior Certificate/Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem-solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care

in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/166 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCE MIDWIFERY REF. NO: MPDoH/June/24/92 (2 POST)**

SALARY : R451 533 – R530 376 per annum
CENTRE : Mapulaneng Hospital
 (Ehlanzeni District)
 Evander Hospital
 (Gert Sibande Hospital)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/167 : **LECTURER GRADE 1 (PN-D1): TONGA HOSPITAL SUB-CAMPUS REF. NO: MPDoH/June/24/93**

SALARY : R451 533 – R530 376 per annum
CENTRE : Mpumalanga College of Nursing, Kabokweni

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.

DUTIES : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners

between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/168

RADIOGRAPHER GRADE 1 REF. NO: MPDoH/June/24/94

SALARY

: R376 524 – R430 512 per annum

CENTRE

: Ermelo Hospital (Gert Sibande District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) (2024). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES

: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 22/169

SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF. NO: MPDoH/June/24/95

SALARY

: R376 524 – R430 512 per annum

CENTRE

: Mmamethlake Hospital (Nkangala District).

REQUIREMENTS

: Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) Speech Therapist and Audiology. Current registration with the HPCSA as Speech Therapist and Audiology. Grade 1 (2024): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.

DUTIES

: Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To 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 student training, 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. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 22/170</u>	:	<u>DENTAL THERAPIST GRADE 1 REF. NO: MPDoH/June/24/96</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Barberton Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Current registration with the HPCSA as Dental Therapist Grade 1 (2024): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Scale and polish teeth. Carry out clinical examinations. Treat and restore deciduous teeth known as pupil therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology. Remove plaque and other coatings. Advise children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Records accurately patient's dental history and dental treatment plan.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/171</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF. NO: MPDoH/June/24/97</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Lydenburg Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebezile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/172</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1: NEPHROLOGY REF. NO: MPDoH/June/24/99 (2 POSTS)</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2024). Basic life support (BLS). A minimum of two (2) years Dialysis experience will be an added advantage. Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge and insight related to dialysis machines and reverse osmosis/water purification system. Knowledge of infection prevention and control (IPC) protocols. Basic computer literacy. Knowledge of relevant legislation and policy related to nephrology. Ability to function independently as well as part of a multidisciplinary team. Effective

	:	communication. Good organizational skill and ability to function under pressure. Must be prepared to work shifts, weekends and public holidays.
<u>DUTIES</u>	:	Deliver safe, comprehensive and quality patient care, with specific reference to renal disease treatment and education according to the Scope of Practice and Renal Care policies and standard procedures. Clinical record keeping, procedures and protocols. Dialysis machine and water purification system operation. Identify, prevent and manage risks to ensure patient safety. Facilitate a positive patient experience by creating a conducive environment. Develop/modify an integrated, comprehensive patient based care plan. Patient assessment and interpretation of blood results.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/173</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1: CARDIOLOGY REF. NO: MPDoH/June/24/100</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2024). Basic life support (BLS). A minimum of two (2) years Cardiac Clinical Technologist experience will be an added advantage. Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and interventional procedures. Interest in adult and paediatric echocardiography is essential and previous experience an advantage. Good communication skills both written and verbal.
<u>DUTIES</u>	:	The candidate must have background in performing echocardiography and will receive instruction as required for adult and paediatric echocardiography. This will be the primary focus of the post. Previous experience in adult and paediatric echocardiography is an advantage. Provide optimal patient care. Participate in all departmental activities as required for cardiac patients. Monitor and maintain equipment.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/174</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: MPDoH/June/24/101</u>
<u>SALARY</u>	:	R308 247 – R362 439 per annum
<u>CENTRE</u>	:	H A Grove Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Degree in Social Work / Social Science. Registration with the South Africa Council for Social Service Professions as Social Worker (SACSSP) (2024). Knowledge and experience in mediation. Knowledge in counselling clients. Court experience in rendering expert evidence. Knowledge and application of family law, including mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and domestic violence Act (inclusive of Hague convention on international child abduction). Skills and competences: Computer Literacy (MS word, Excel and power point). Excellent communication (written and verbal). Skills: Mediation, interviewing skills, Conflict resolution, evaluation and report writing skills. Diversity and conflict management. Attention to detail.
<u>DUTIES</u>	:	Conduct mediation and or inquires as part of a multi-disciplinary team in care, contact guardianship, relocation, child abduction and related family law disputes. Evaluate information and compile forensic court reports and make recommendations in the best interest of the child in family law disputes. Act as expert witness for the family advocate in court. Assist beneficiaries in the functions and role of the office of the advocate. Travel to conduct inquires and interview parties and source references in the family law disputes. Case management of matters allocated and achieve targets set. Counselling of mental health care users. HIV positive patients. Tracing of family members of the client and deceased client's family counselling.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 22/175</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF. NO: MPDoH/June/24/103 (2 POSTS)</u>
<u>SALARY</u>	:	R250 947 – R282 921 per annum
<u>CENTRE</u>	:	Tintswalo Hospital and Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2024). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service

- legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.
- DUTIES** : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 22/176** : **ARTISAN (PRODUCTION) GRADE A: CARPENTER REF. NO: MPDoH/June/24/104**
- SALARY** : R230 898 – R256 263
- CENTRE** : Tintswalo Hospital (Ehlanzeni District)
- REQUIREMENT** : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Carpentry. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid C1 driver's licence. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write) Ability to work under pressure Must be willing to work in adverse weather conditions In physical sound and healthy condition Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.
- DUTIES** : They should also assist the supervisors when planning the structures, designing them, and installing layouts. The carpenter should conduct repair work as and when required. They should also install windows, doors, drywall, stairs, cabinets, and various other fixtures when required. The carpenter can also assess the proper quality of materials and woodworks. They are also capable enough to operate different tools, equipment, and machines. Carpenters should also maintain compliance with safety and health regulations and the local building codes. Provide outstanding customer service and be very warm with the customers. Have great stamina to stand for prolonged hours, lift heavy objects, climb, and pull.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHWEST PROVINCE
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 13 July 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and 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). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. **NB** Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 22/177** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: 2024/ACSR10/NW**
Directorate: Supply Chain Management
- SALARY** : R444 036.per annum (Level 09)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Appropriate 3 year National Diploma / B Degree (NQF level 6/7) in Logistics/SCM/Accounting and/or any relevant other equivalent qualification. Five (05) years' experience relevant experience of which three (03) years as a supervisory level in logistics/ demand/ acquisition management. A valid driver's license. Knowledge: Knowledge of government systems (Walker and BAS systems). Computer literacy (MS Word, MS Excel and MS Power Point). Demonstrated an in-depth knowledge of the legislative environment applicable to government supply chain management in relation to logistics management; the development, implementation and monitoring of related policies and procedures; excellent financial, supervisory, and operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments.
- DUTIES** : Manage the Departmental Lease Contracts and Agreements; Coordinate and facilitate order processing and payment of invoices; Coordinate the control and disposal on inventory/stock; Review the contributions of effective supply chain management procedures and policies; Providing monthly, quarterly, and annual reports on logistics management; Provide inputs into the interim and annual financial statements; Ensure reconciliation and update of the fixed costs register; Supervision of staff.
- ENQUIRIES** : Ms S. Pitso, Tel. (018) 388 - 4136
- POST 22/178** : **ASSISTANT DIRECTOR: FINANCIAL ASSETS AND LIABILITIES REF NO: 2024/ACSR11/NW**
Directorate: Financial Management and Accounting

<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma / B Degree (NQF level 6/7) in Financial Management or any other relevant equivalent qualification majoring in finance. Five (05) years' relevant experience in logistics/demand/acquisition management of which three (03) years experience should be at a supervisory level. A valid driver's license. Knowledge, Skills and Competencies: Experience of reconciliation of suspense account and Monitoring of Assets & Liabilities. Sound understanding of government Legislation, policies including PFMA, Treasury regulations and other related prescripts. Good computer literacy in Microsoft office suite (Word, Excel and PowerPoint). Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	To carry out Financial Accounting and Bookkeeping for the Office as well as implementation of Financial Accounting Policies, Regulations and Acts. Administration of Bank Account and Bank Reconciliation. Reconciliation and Monitoring of Assets & Liabilities. Verification of information on the Basic Accounting System monthly, quarterly and annually. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Prepare relevant Suspense Accounts reconciliation reports for submission to Provincial Treasury
<u>ENQUIRIES</u>	:	Ms. J. Jayalath - Tel. (018) 388-2669/2661
<u>POST 22/179</u>	:	<u>ASSISTANT DIRECTOR: HIGH PERFORMANCE & SPORT EXCELLENCE REF NO: 2024/ACSR12/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	DR Kenneth Kaunda District
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma / B Degree (NQF level 6/7) as recognised by SAQA in Sport Management / Administration. A valid drivers' license. 3 years' experience at supervisory level in spheres of Sport Management / Administration. Thorough knowledge and skills of the following: Project Management; Event Management; Capacity Building; People Management and Labour Relations background. Knowledge: Thorough knowledge of the legislative and regulatory environment informing Sport. Working knowledge of systems relating to Sport and Event Management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing, presentation and facilitation skills. Project Management skills.
<u>DUTIES</u>	:	Key Responsibility Areas: Coordinate the development and identification of sporting talent in the province. Provide support to athletes and sport squads. Provide support to Provincial Sport Academy and Satellites. Coordinate Sport Excellence Awards.
<u>ENQUIRIES</u>	:	Mr G Marindi, Tel. 018 388-2774
<u>POST 22/180</u>	:	<u>HEAD LIBRARIAN (2 POSTS)</u> Conditional Grants Administration NB: This is a fixed-term contract ending on 31 March 2027, which are reviewed annually based on performance and availability of funds.
<u>SALARY</u>	:	R376 413 per annum (Level 8)
<u>CENTRE</u>	:	Ngaka Modiri Molema District: Tswaing local Municipality: Tswaing Local Municipality Library Services: Ref. No: 2024/ACSR24/NW Bojanala District: Moses Kotane Local Municipality: Moses Kotane Local Municipality Library Services: Ref No: 2024/ACSR25/NW (1 Post)
<u>REQUIREMENTS</u>	:	BBibI, BTech (Library & Information Studies) or equivalent qualifications in Librarianship or (BA and postgraduate Diploma in Library and Information Science) Minimum of 3 years' experience in community libraries. A valid driver's license. Good communication skills. Supervisory skills. Computer skills.
<u>DUTIES</u>	:	Manage library operations, collections, facilities and programmes within library services. Monitor and evaluate library services in the municipality. Coordinate and manage library awareness and promotion of a reading culture in the community. Manage budget and expenditure on library operations, collections, facilities and programmes within the local municipality. Participate in and support library forums and library stakeholders. Supervise and manage staff in community libraries within the local municipality. Perform supply chain management functions.
<u>ENQUIRIES</u>	:	Mr Letsogo Mapholo Tel No: 084 411 9841 (Ngaka Modiri Molema District) Ms Ronell Van Vollenhoven Tel No: 014 538 0149 (Bojanala District)
<u>POST 22/181</u>	:	<u>STATE ACCOUNTANT – BUDGETS REF NO: 2024/ACSR1946/NW (02 POSTS)</u> Directorate: Budget And Cashflow Management
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash

management. Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity. A valid driver's licence.

DUTIES : Ensure verification and allocation of all requisition according to the prescripts and procedures. Preparing and capturing of cash flow in BAS, compilation of journals. Ensure safekeeping of all financial records for audit purposes. Participate in the capturing of the EPRE budget, adjustment and rollover. Participate in the preparation of expenditure reports and budget maintenance etc. Supervision of staff in line with the Human Resources Management guidelines.

ENQUIRIES : Mr T Pitso, Tel No: 018 388 5565

POST 22/182 : **CULTURAL OFFICER REF NO: 2024/ACSR211/NW**

SALARY : R308 154 per annum (Level 07)

CENTRE : Moses Kotane Service Point

REQUIREMENTS : Appropriate 3-year National Diploma / B Degree (NQF level 6/7) in Arts Administration. One (1) year relevant experience in the field of Arts and Culture. Computer literacy. A valid driver's license. Knowledge of applicable policies and procedures at provincial and national level. Knowledge of arts and culture and Public Service delivery strategies. Indigenous knowledge.

DUTIES : Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft. Create awareness programmes for crafts, performing and visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Implement and promote arts, culture and heritage programmes. Administer language programmes in the service point area. Develop and update database.

ENQUIRIES : Mr T Mpuisang, Tel 018 388 2719

POST 22/183 : **STATE ACCOUNTANT – FINANCIAL ACCOUNTING REF NO: 2024/ACSR22/NW**

Directorate: Financial Management and Accounting

SALARY : R308 154.per annum (Level 07)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : Appropriate 3-year National Diploma / B Degree (NQF level 6/7) in Cost and Management Accounting / Auditing / Public Finance / Financial Management /Accounting. One (1) year experience in a Financial Management environment. Knowledge of accounting and Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations. Basic Accounting System (BAS) and Walker Skills. Advanced computer literacy. A valid driver's licence.

DUTIES : Ensure compliance to Pre-audit and post audit of payment vouchers. Ensure proper document control. Follow up on payment queries. Ensure reconciliation of payments. Ensure that payments are made timeously. Ensure authentication of processed payments. Supervise staff in line with the Human Resources Management guidelines.

ENQUIRIES : Ms. K. Marumo, Tel. 018 388-2684

POST 22/184 : **LIBRARIAN COMMUNITY LIBRARIES (X10 POSTS)**

SALARY : R307 154 per annum (Level 07)

CENTRE : Ngaka Modiri Molema District:

Ramotshere Moiloa: Dinokana Library: Ref. No: 2024/ACSR26/NW (1 Post)

Moshana Library: Ref. No: 2024/ACSR27/NW (1 Post)

Mahikeng Local Municipality: Madibe Makgabane Library: Ref. No: 2024/ACSR28/NW (1 Post)

Tswaing Local Municipality:

Khunwana Community Library: Ref. No: 2024/ACSR29/NW (1 Post)

Dr Kenneth Kaunda District:

City of Matlosana: Rebecca Nkae Thulo Library Ref. No: 2024/ACSR30/NW (1 Post)

Maquassi Hills: Wolmaranstad Ext 15 Library: Ref. No: 2024/ACSR31/NW (1 Post)

Dr Ruth Segomotsi Mompoti District (Mmusa Municipality: Migdol Library: Ref. No: 2024/ACSR32/NW (1 Post)

Bojanala District:

Moses Kotane Local Municipality: Mmatau Library: Ref. No: 2024/ACSR33/NW (1 Post)

Uitkyk Library: Ref. No: 2024/ACSR34/NW (1 Post)

Moretele Municipality: Mphebatho Library: Ref. No: 2024/ACSR35/NW (1 Post)

REQUIREMENTS : Degree in Library and Information Studies or equivalent qualification in Librarianship or Post Graduate Diploma in Library and Information Science. Good interpersonal relations skills. Computer literacy.

DUTIES : Manage day to day operation of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.

ENQUIRIES : Mr Letsogo Mapholo, tel. 084 411 9841 (Ngaka Modiri Molema District)

Ms Tshepiso Ratsoana, tel. 018 294 6811 (Dr Kenneth Kaunda District)

Mr J. Govender, tel. 072 291 6306 (Dr Ruth Segomotsi Mompoti District)

Ms Ronell Van Vollenhoven, tel. 014 538 0149 (Bojanala District)

<u>POST 22/185</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 2024/ACSR13/NW</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R216 417 er annum (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge. Knowledge of Supply Chain Management. Knowledge of Treasury Regulations. Knowledge of Government stores policies. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Good interpersonal skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipments and accessories to components and individuals. Render demand and acquisition clerical support. Request inputs for demand and procurement plans. Prepare specifications. Assist with secretarial services for BID specification and evaluation committees. Prepare requests for quotations. Evaluation of received quotations. Provide weekly, monthly and quarterly reports to management. Report on fruitless and wasteful expenditure. Provide deviation reports. Maintain demand and acquisition registers. Draft memorandums. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers. Promote the application of relevant legislation, policies and procedures. Ensure that the current policies are adhered to. Ensure that the standard operating procedures are followed. Ensure that the applicable processes are followed. Ensure that the delegations of authority are adhered to.
<u>ENQUIRIES</u>	:	Ms. S. Pitso, Tel. 018 388-4136
<u>POST 22/186</u>	:	<u>SECRETARY TO THE DIRECTOR (3 POSTS)</u>
<u>SALARY</u>	:	R216 417.per annum, (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho and Bojanala District Human Capital Management: Ref. No: 2024/ACSR14/NW Bojanala District: Ref. No: 2024/ACSR15/NW Arts And Culture: Ref. No 2024/ACSR16/NW
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications Secretarial qualification or equivalent Language skills and the ability to communicate well with people at different levels and from different backgrounds good telephone etiquette Computer literacy. Skills: Sound organisational skills good people skills High level of reliability Basic written communication skills Ability to act with tact and discretion Good grooming and presentation skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document Manage incoming and outgoing information of the office Render administrative and secretarial support to the managers when required Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager Plan and schedule day to day tasks of the manager Manage telephone calls and convey messages Organize meetings/ workshops/ conferences and functions Draft coherent submissions, executive reports, memoranda and letters Type and edit correspondence Prepare reports and minutes of meetings Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks Accompany/ attend meetings with the manager and compile minutes and reports Perform administrative duties pertaining to office affairs Support the manager's budget Provide a professional reception service to internal and external guests and clients Perform any other duties as will be required by the office.
<u>ENQUIRIES</u>	:	Mr T. Mpuisang, Tel. (018) 388-2738 (Human Capital Management & Bojanala District) Ms N. Zahela, Tel. 018 388- 4869
<u>POST 22/187</u>	:	<u>FOREMAN REF. NO: 2024/ACSR18/NW</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Bojanala – Rustenburg Recreation Centre
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Certificate in Horticulture will serve as an added advantage. One (1) year gardening experience. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Basic literacy and numeracy skills. Communication skills. Good interpersonal relations. Knowledge of Health and Safety. Competencies: Good communication and interpersonal skills. Listening and trustworthiness. Ability to operate cleaning equipment and garden tools.
<u>DUTIES</u>	:	Supervise sweeping and cleaning of the pavement and the surroundings. Ensure maintenance of lawn, trees and flowers. Ensure preparation grounds for functions. Load and offload deliveries. Ensure refuse removal for loading to the trucks. Ensure that surroundings are clean and tidy. Report defects and faulty equipment. Ensure proper utilization and monitoring of cleaning material and equipment. Comply with Occupational Health and Safety standards.
<u>ENQUIRIES</u>	:	Mr T Mpuisang. Tel 018 388 2719

<u>POST 22/188</u>	:	<u>ACCOUNTING CLERK – BANKING SERVICES REF. NO: 2024/ACSR23/NW</u> Directorate: Financial Management and Accounting
<u>SALARY</u>	:	R216 417.per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENT</u>	:	Applicants must be in a possession of a Grade 12 Certificate. A Basic Accounting System (BAS) certificate will be an advantage to the post. Knowledge, Skills and Competencies: Good computer literacy in Microsoft Office Suite (Word, Excel). Ability to work under pressure and deliver under tight deadlines.
<u>DUTIES</u>	:	Assist in the clearing of relevant Ledger Account before month & year end closure. Ensure capturing of Debts and Journals on the system as well as capturing of Entity details. Collect and compile all supporting documents relating to the journals. Records Management (filing) of documentation – keep files updated.
<u>ENQUIRIES</u>	:	Ms. J. Jayalath, Tel. (018) 388-2669/2661
<u>POST 22/189</u>	:	<u>LIBRARY ASSISTANTS (X12 POSTS)</u>
<u>SALARY</u>	:	R216 417.per annum (Level 5)
<u>CENTRE</u>	:	Ngaka Modiri Molema District: Ramotshere Moiloa: Dinokana Library: Ref. No: 2024/ACSR36/NW (2 Posts) Moshana Library: Ref. No: 2024/ ACSR37/NW (1 Post) Tswaing local Municipality: Khunwana Library: Ref. No: 2024/ACSR38/NW (1 Post) Mahikeng Local Municipality: Madibe Makgabana Library: Ref. No: 2024/ACSR39/NW (1 Post) Dr Kenneth Kaunda District: City of Matlosana: Rebecca Nkae Thulo Library: Ref. No: 2024/ACSR40/NW (1 Post) Maquassie Hills Wolmaranstad Ext 15 Library: Ref. No: 2024/ACSR41/NW (1 Post) Dr Ruth Segomotsi Mompati District (Mamusa Municipality): Migdol Library: Ref. No: 2024/ACSR42/NW (1 Post) Bojanala District: Moses Kotane Local Municipality: Mmatau Library: Ref. No: 2024/ACSR43/NW (1 Post) Uitkyk Library: Ref. No: 2024/ACSR44/NW. (1 Post) Madibeng Local Municipality: Mmakau Community Library: Ref. No: 2024/ACSR2045/NW (2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 qualification. Computer literacy.
<u>DUTIES</u>	:	Register new members and renew membership. Circulation of library books i.e. issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate implementing of reading awareness programmes. Perform general administration work, keeping daily statistics of library usage, filling correspondence. Receiving new consignment.
<u>ENQUIRIES</u>	:	Mr Letsogo Mapholo, Tel. 084 411 9841 (Ngaka Modiri Molema District) Ms Tshepiso Ratsoana, Tel. 018 294 6811 (Dr Kenneth Kaunda District) Mr J. Govender, Tel. 072 291 6306 (Dr Ruth Segomotsi Mompati District) Ms Ronell Van Vollenhoven, Tel. 014 538 0149 (Bojanala District)
<u>POST 22/190</u>	:	<u>CLEANER REF. NO: 2024/ACSR17/NW</u> Directorate: Strategic Management
<u>SALARY</u>	:	R131 265.per annum (Level 02)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Abet qualification with two (2) year experience in a cleaning services environment Ability to operate cleaning equipment's as well as cleaning methods and procedures good organising and interpersonal relationship Basic literacy (ability to read and write and basic numeracy (ability to count) Reliable, hardworking, trustworthy and able to work as team.
<u>DUTIES</u>	:	Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings Monitor cleaning materials and report stock levels Utilise cleaning equipment and ensure their safe guarding Keep the surroundings clean and tidy Ensure that toilets are always clean Prepare tea for the managers' guests Comply with Occupational Health and Safety standards.
<u>ENQUIRIES</u>	:	Mr. M Mosimane, Tel. (018) 388-2851

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that Post 20/71: Personnel Officer: Chief Directorate: Emergency Clinical Services Support Salary: R216 417 per annum Centre: Emergency and Clinical Services Support (ECSS) has been cancelled.

OTHER POSTS

POST 22/191 : **MEDICAL SPECIALIST (SUB-SPECIALITY: PAEDIATRIC CRITICAL CARE) GRADE: 1 TO 3**

SALARY : Grade 1: R1 472 673 per annum
Grade 2: R1 680 780 per annum
Grade 3: R1 835 835 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirements of the job: Clinical experience in South African public health service in paediatric critical care. Willingness to render paediatric critical care including commuted after hour services in the paediatric intensive care unit as required. Special interest in paediatric critical care health care systems development, support and outreach. Competencies (knowledge/skills): Clinical experience in paediatric critical care. Experience in academic teaching, health worker capacity building and operational research. Scientific publications. Experience in project and people management. Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy.

DUTIES : (key result areas/outputs): Academic teaching and research: Actively participate in the academic under- and postgraduate paediatric training program (including clinical teaching). Perform and supervise paediatric critical care operational research activities in the Department of Paediatrics and Child Health of the University of Stellenbosch Faculty of Health Sciences. Clinical Service: Strengthen and deliver paediatric critical care clinical services for children in the Department of Paediatrics and Child Health at Tygerberg Academic Hospital. Service co-ordination and management support: Provide support for the Clinical Unit Head in the management of the paediatric intensive care unit, including human and financial resources. Provide support for the Executive Head of Paediatrics and Child Health in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities, assist with critical care service coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to paediatric critical care burden of disease; manage and support staff and participate in departmental FBU activities.

ENQUIRIES APPLICATIONS : Prof P Goussard, tel. no. (021) 938-9220; email: pgouss@sun.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required for this post
12 July 2024

POST 22/192 : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R849 702 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : George Regional Hospital
Minimum educational qualification: Appropriate three-year National Diploma/Degree in Management or related field. Experience: Appropriate experience in Human Resource

management and Facility Management and Support Services in a hospital setting. Extensive supervisory and management experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Ability to lead, innovate and drive Human Resource and Facility Management initiatives. Excellent knowledge and experience in the implementation of Human Resource Management policies, procedures and practices pertaining to Human Resources, Human Resource Development and Labour Relations. Knowledge in managing all aspects of Technical and Support Services. Excellent communication (written, verbal) and conflict management skills. Proficient computer literacy (Microsoft Office package). Proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyze statistical and financial information.

- DUTIES** : (key result areas/outputs): Ensure effective and efficient management of all aspects of Human Resources Management, including Labour Relations and Human Resource Development. Strategic, operational and financial Management of all Support Services including: waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic management of technical services including workshop and occupational health and safety. Provide strategic management and leadership, as member of George Hospital senior management team.
- ENQUIRIES APPLICATIONS** : Mr M Vonk, tel. no. (044) 802 4534 or e-mail: Michael.vonk@westerncape.gov.za
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and competency test.
- CLOSING DATE** : 12 July 2024

POST 22/193 : **CLINICAL PSYCHOLOGIST (INTERN) (1 JANUARY 2025 UNTIL 31 DECEMBER 2025) (15 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R675 450 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Various Institutions

REQUIREMENTS : Minimum educational qualification: Honours degree in Psychology. Successful completion of the theoretical part of the master's degree in clinical psychology. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychology (Intern). Competencies (knowledge/skills): Achievement of training standards set by the HPCSA and SA Professional Board of Psychology. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.

DUTIES : (key result areas/outputs): In- and outpatient clinical assessment, psychological treatment and formulating of psychiatric conditions in adults and children. Outreach and support to district and community health clinics. Ward work will comprise of a range of psychiatric diagnoses, as well as medical wards, intellectual disability and forensic services. Conducting psychometric assessments including comprehensive neuro-psychological, personality and developmental evaluations. General and clinical administrative tasks. Participation in the academic training program of the departments of Clinical Psychology.

ENQUIRIES APPLICATIONS : Ms B Beukes, tel.no. (021) 815-8749

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. All applicants are to submit a comprehensive Curriculum Vitae; 3 referee reports and Interim Supervisors reports; Identity Document, Matric certificate, Academic transcripts and HPCSA registration certificate as Psychology Student. The interns will be exposed to different service areas, including community and district services. All applicants should indicate their preference of these 3 available training sites: Training site A (Groote Schuur, Red Cross Children's Memorial, Valkenberg and Alexander Hospital) Training site B (Tygerberg and Stikland Hospital) Training site C (Lentegeur Hospital) Applicants may be placed at other institutions, depending on the availability of posts. The applicant should indicate their preference on the online application portal. All short-listed candidates will be expected to submit a reflective task prior to the interview. It will be expected of successful candidates to provide your year-end final supervisor's report if you are selected to the Intern program.

CLOSING DATE : 12 July 2024

POST 22/194 : **THERAPEUTIC AND MEDICAL SUPPORT PROGRAMME CO-ORDINATOR: GRADE 1**

SALARY : Grade 1: R545 262 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer or Clinical Technologist. Registration with a professional council: Registration with the HPCSA Diagnostic Radiographer or Clinical Technologist. Experience: A minimum 3 year appropriate experience after registration with the HPCSA as a Diagnostic Radiographer or Clinical Technologist.

Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to be on call. Competencies (knowledge/skills): Knowledge of various health information systems such as HIS, PACS/RIS, NHLS, PIIC iX, ICCA, etc. Knowledge of integration of clinical devices such as ventilators, infusion pumps/racks, blood gas analysers, etc. Knowledge of international health care standards (DICOM, IHE, HL7). Experience and skills in clinical and administrative systems support to all clinical users. Knowledge and experience of downtime procedures. Knowledge of project management processes coupled with strong business orientation. Experience in managing hardware and software information technology related activities. Knowledge and experience of medico legal policies and procedures. Knowledge and experience working in a paediatric ICU environment. Knowledge of business re-engineering and workflow management. Excellent communication skills, to effectively provide support to clinical users as well as regularly engage with various stakeholders in a professional manner. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Knowledge of PACS/RIS systems; CR and Digital imaging modalities and medical imaging workflow.

DUTIES

: (key result areas/outputs): Provide clinical systems support to the ICU for the PIIC iX and ICCA systems. This includes end-user system support, software installation, clinical devices and systems integration, user access management and provide systems training. Manage and support the clinical and administrative requirements of the applicable systems within the ICU's. Manage all clinical system workflows, integrations to the clinical information management systems as well as clinical device integrations. Project manage and support when implementing new hardware or software solutions, any upgrades, or expansions. Monitor the effective and efficient functioning of the systems within the ICU at Red Cross War Memorial Children's Hospital. Manage and monitor the Service Level Agreements to ensure effective uptime and maintenance inclusive of systems backup for the various ICU systems. Ensure integration of the ventilators, infusion pump/ rack, blood gas analyser, medicine management, HIS Clinicom with PIIC iX and ICCA.

ENQUIRIES

: Dr S Salie, Tel. (021) 658 5945; email: Shamiel.Salie@uct.ac.za

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE

: 12 July 2024

POST 22/195

: **CHIEF RADIOGRAPHER: GRADE 1**
Central Karoo District

SALARY

: Grade 1: R545 262 per annum (Plus, 17 % non-pensionable rural allowance of your annum basic salary)

CENTRE

: Beaufort-West Hospital

REQUIREMENTS

: Minimum educational qualification: An appropriate qualification that permits registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Must be registered with the HPCSA as a Diagnostic Radiographer. Experience: A minimum of 3 years of appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive to district hospitals and clinics. Willingness to oversee and manage the radiography services across the Central Karoo District including Laingsburg and Prince Albert Hospitals. Willingness to work overtime when necessary. Competencies (knowledge/skills): Technical Proficiency and Knowledge: Possess extensive knowledge and proficiency in a range of radiographic disciplines including general, trauma, emergency, theatre, and mobile radiography. Advanced understanding of Ultrasonography and PACS (Picture Archiving and Communication System) is highly desirable. Leadership and Regulatory Compliance: Demonstrated experience in a leadership or supervisory role within radiography, with a thorough understanding of HR policies, performance management, and development strategies. Familiarity with public service policies, acts, and regulations, as well as strong competencies in radiation protection, quality assurance, and safety protocols for radiography equipment. Communication and Professional Development: Exceptional verbal and written communication skills, proficient in computer literacy with a solid foundation in MS Office suite and MS Outlook. The Chief Radiographer must integrate technical skills with managerial acumen to enhance patient care and foster a professional growth environment for staff.

DUTIES

: (key result areas/outputs): Clinical Radiography Services: Perform imaging examinations and provide comprehensive clinical radiographic services. Department Management: Manage the day-to-day operations of the radiography department, including task delegation, work schedule development, and coordination with other departments to ensure synchronized patient care. Regulatory Compliance and Quality Assurance: Ensure compliance with regulatory standards, oversee equipment maintenance, and manage quality assurance programs to maintain high-quality imaging and patient care. Administrative Responsibilities: Handle administrative duties such as budget management, resource allocation, and participation in policy development to ensure financial efficiency and adherence to best practices. Leadership and Staff Development:

		Combine technical expertise with leadership and management skills to enhance service delivery and patient outcomes, including conducting performance evaluations and fostering an environment of continuous improvement. Innovation and Continuous Improvement: Play a pivotal role in staff development and innovation in radiographic techniques and patient care practices to propel the department forward.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A van Rooy, tel. no. (023) 414-8200
	:	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>	:	12 July 2024
<u>POST 22/196</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. 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 10 years appropriate/recognisable 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/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirement of the job: Valid Code (B/EB) drivers' licence. Ability to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge of Occupational Health and Risk Management. Knowledge of research methodology and Quality Management. Computer skills.
<u>DUTIES</u>	:	(key result areas/outputs): Promote wellness and prevent injuries and diseases. Training of staff on OHS matters. Provide occupational Health clinical services. Ensure a safe and healthy workplace. Provide advisory services on OHS matters. An effective and efficient administrative system and control of the occupational health clinic.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Basardien, tel. no. (021) 402-6485
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the 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: Occupational Health Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other Professional Nurse Specialty posts in Occupational Health and Safety within the Chief Directorate: Metro Health Services for a period of 3 months.
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/197</u>	:	<u>PHARMACIST (INTERN) (1 JANUARY 2025 UNTIL 31 DECEMBER 2025) (22 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R417 276 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Various Institutions
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern. Competencies (Knowledge/Skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy. Knowledge of and ability to comply with applicable Pharmacy legislation and National and Provincial Health Policies.
<u>DUTIES</u>	:	(key result areas/outputs): Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other

healthcare workers, and promotion of public health. Quality Management by demonstrating compliance with Regulated Norms and Standards, Occupational Health & Safety control and good pharmacy practices.

ENQUIRIES : Ms D Frieslaar, E-mail address: Denise.Frieslaar@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. All short-listed candidates will undergo a technical competency test. A cover letter which indicates 5 institutions of preference, but the applicant may be placed at other institutions depending on availability. If the applicant does not select 5 institutions their application will not be considered. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first-time registration. The interviews will take place via MS Teams. Accommodation during internship will not be provided.
CLOSING DATE : 12 July 2024

POST 22/198 : **ARTISAN FOREMAN GRADE A TO B (MECHANICAL)**

SALARY : R362 130 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years' experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy. In depth knowledge of Steam reticulation systems. Knowledge of pumps and knowledge of OHS act.

DUTIES : (key result areas/outputs): Supervise staff in Workshop and produce designs and objects with material and equipment according to job specifications and standards. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed. Repair and install Mechanical equipment at health facilities, plants and buildings according to standards. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations. Perform administrative duties and assist the Chief Artisan with personnel progress reports. Assist the Chief Artisan with the ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr D Dryling, tel.no. (021) 938-4241
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 : 12 July 2024

POST 22/199 : **RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC) (6/8th POST)**

SALARY : Grade 1: R282 393 (6/8th) per annum
Grade 2: R329 817 (6/8th) per annum
Grade 3: R386 088 (6/8th) per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years 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 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years 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. Inherent requirements of the job: Render a 30 - hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

<u>DUTIES</u>	:	(key result areas/outputs): Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.
<u>ENQUIRIES</u>	:	Ms B Dreyer, tel. no. (021) 938-5918
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/200</u>	:	<u>LAUNDRY MANAGER</u> Directorate: Facility Management (Tygerberg Central Laundry)
<u>SALARY</u>	:	R255 450 per annum
<u>CENTRE</u>	:	Head office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate experience in managing an industrial laundry or a large processing plant. Inherent requirement of the job: Valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure that health institutions receive an adequate and regular supply of clean disinfected linen. Monitor client satisfaction via quarterly survey. Maintain and auditing Linen stock levels. Assist with procurement processes. Co-ordinate and monitor functions pertaining to HR practices (Leave Management, Disciplinary and Grievance Procedures and staff motivation). Assist to ensure cost effective in-house laundry service and expenditure control. Ensure that administrative prescripts are complied with. Overall control, co-ordination and organisation of a production line in a Central Laundry. Provide training for subordinates. Strict adherence to labour Relations and Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr F Lot, tel. no. (021) 933-0834
<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 the post.
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/201</u>	:	<u>ARTISAN PRODUCTION (MECHANICAL) GRADE A TO C</u>
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in appropriate field. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate knowledge of mechanical, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of machinery, pumps, compressors, steam pressure vessels, auto claves and sterilizing equipment. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.
<u>DUTIES</u>	:	(key result areas/outputs): Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.
<u>ENQUIRIES</u>	:	Mr D Dryling, tel. no. (021) 938-4241
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/202</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Directorate: Facility Management (Tygerberg Central Laundry)
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Head Office, Cape Town

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Financial Management and Supply Chain Management. Appropriate experience in LOGIS and BAS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of SCM processes and the Accounting Officer System. Knowledge of LOGIS or any other provisioning system. Knowledge of Trade world.
<u>DUTIES</u>	:	(key result areas/outputs): Demand and acquisition – capture requisitions. Obtain quotations via Trade world (EPS). Place orders and receive goods/services on the system. Adjudication of bids on the EPS. Process all payments on LOGIS. Ensure that all transactions comply with legislative requirements. Prepare all documentation for journals. Update Engineers database. Assist with general ad hoc functions as and when required.
<u>ENQUIRIES</u>	:	Mr F Lot, tel. no. (021) 933-0834
<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 the post.
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/203</u>	:	<u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Emergency Clinical Services Support
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Cape Medical Depot
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime when required. A Valid Driver's license. Competencies (Knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of LOGIS/ BAS and MEDSAS. Systematic thinking and attention to detail.
<u>DUTIES</u>	:	(key result areas/outputs): Capturing and processing of payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and Validity of payment supporting documentation. Accurately calculate and deduct penalties from payment. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Perform monthly supplier reconciliations.
<u>ENQUIRIES</u>	:	Ms C Buthelezi, tel.no. (021) 483-8804
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/204</u>	:	<u>OPERATOR</u> Directorate: Facilities Management (Tygerberg Central Laundry)
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate/recognisable experience in a central laundry. Inherent requirements of the job: Incumbent must be prepared to work on a rotation basis. Physically fit. Competencies (knowledge/skills): Good interpersonal skills. Sound Knowledge of Health and Safety rules in a laundry and linen environment. Sound knowledge of the disciplinary process.
<u>DUTIES</u>	:	(key result areas/outputs): Perform supervisory functions to ensure the maintenance of a clean, hygienic, and safe environment. Operating of various laundry machines and equipment. Perform daily routine inspection of machinery and operating areas. Report defects on laundry machines and equipment. Mixing of detergents and chemicals. Comply with safety standards and ensure a safe working environment.
<u>ENQUIRIES</u>	:	Mr F Lot, tel.no. (021) 933-0834
<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>	:	12 July 2024
<u>POST 22/205</u>	:	<u>FOOD SERVICES AID (2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare

<u>DUTIES</u>	:	food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills. (key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
<u>ENQUIRIES</u>	:	Ms R Keyser, tel. no. (021) 938-4135
<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>	:	12 July 2024
<u>POST 22/206</u>	:	<u>LINEN STORES ASSISTANT (9 POSTS)</u> Directorate: Facilities Management (Tygerberg Central Laundry)
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirement of the job: Physically fit to do manual labour.
<u>DUTIES</u>	:	(key result areas/outputs): Load/offload soiled/clean linen bags on and off trucks. Pack shelves in linen bank and packing of Linen for despatching. Empty soiled linen bags. Sort and count linen. Load and offload trolleys and push trolleys. Load linen bags on conveyer belt and on overhead rails. Clean work area.
<u>ENQUIRIES</u>	:	Mr F Lot, tel. no. (021) 933-0834
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 July 2024
<u>POST 22/207</u>	:	<u>LAUNDRY AID (9 POSTS)</u> Directorate: Facility Management (Tygerberg Central Laundry)
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Laundry and Linen experience in a Central Laundry setting. Inherent requirement of the job: Physically fit to do manual labour.
<u>DUTIES</u>	:	(key result areas/outputs): Wash, dry, fold and iron linen, clothing and other textiles. Assist with the mixing of chemicals Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting, counting, sealing and stacking of linen bags for dispatching. Clean work area.
<u>ENQUIRIES</u>	:	Mr F Lot, tel. no. (021) 933-0834
<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>	:	12 July 2024
<u>POST 22/208</u>	:	<u>SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (RHEUMATOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the 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. Competencies (knowledge/skills): Clinical Skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts technical skills appropriate for investigation. Communication including

- report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system.
- DUTIES** : (key result areas/outputs): Clinical Service provision. Teaching and Training/Supervision of Junior Staff. Clinical Governance and Administration.
- ENQUIRIES** : Prof B Hodkinson, tel (021) 404 2131 or Bridget.hodkinson@uct.ac.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 12 July 2024